

GCC2 Time Reporting

1. Purpose of Time Reporting

Recording of hours worked and/or leave time taken by employees is necessary to

- a. Provide the District an accurate basis for preparing paychecks,
- b. Assure compliance with federal and state laws, and
- c. Maintain an effective and efficient cost accounting system.

2. Hours Worked

The District will pay non-exempt employees for all hours worked. Hours worked include

- a. Hours before or after the normally assigned shift, or any other irregular hours, even if the employee volunteers his/her time. **GUIDELINE:** Periods of six (6) minutes or less are not considered overtime when such work periods are not regularly recurring.
- b. Rest periods.
- c. Travel time that occurs during an employee's normally scheduled work hours, including regular days off, holidays, etc.
- d. Hours spent at lectures and training activities conducted by the District, unless attendance is completely voluntary.

3. Position Designations – Exempt or Non-Exempt (See *GCC3* for definitions)

All positions are designated as “exempt” or “non-exempt” according to federal and state laws and regulations. For cost accounting and billing purposes, the District requires employees in certain positions, regardless of exempt or non-exempt status, to account for hours worked. If an employee feels s/he is improperly classified, s/he should request a review of the classification from superintendent/designee. An investigation will be conducted on a timely basis and the District will act to correct any errors as soon as practicable.

4. Responsibility for Exempt or Non-Exempt Designation

The Superintendent/designee will examine and evaluate position descriptions and duties performed for all positions to determine the position status as exempt or non-exempt. Administrators or managers/supervisors will notify the Superintendent/designee when the duties of a position have substantially changed in order to ensure the designation is accurate.

5. Responsibility for Time Reporting

All employees are responsible for accurately completing their own timesheets. Administrators or managers/supervisors shall not alter or adjust the hours that an employee reports on his/her timesheet. If an administrator or manager/supervisor believes an employee has completed his/her timesheet in error, the administrator or manager/supervisor shall discuss the issue with the employee.

- a. All non-exempt employees will record all hours worked and all leave time taken, whether paid or unpaid, and the type of leave taken on the timesheet. If a non-exempt employee feels s/he has been improperly paid for overtime under the Fair Labor Standards Act (FLSA) or state law, it is the responsibility of the employee to seek correction by reporting any error to superintendent/designee within twenty (20) working days of the close of the payroll period in which the error occurred. An investigation will be conducted on a timely basis and the District will act to correct any errors as soon as practicable.
- b. All exempt employees in positions which require an accounting of hours worked will enter their hours worked for each project. They shall record all leave taken in whole day increments on the timesheet.
- c. Exempt employees in positions not required to account for hours worked will record only those hours off for sick leave or annual leave in whole day increments. Except as permitted by the Family and Medical Leave Act (i.e., intermittent leave), exempt employees may not be charged for absences of less than whole day increments.
- d. Exempt employees will record any hours off for sick leave or annual leave in multiples of eight (8) or ten (10) hours, depending on their regular daily schedule of hours of work.

6. Safe Harbor

The District will not make improper deductions of pay from any employee, regardless of exempt or non-exempt status. Improper deductions should be reported to superintendent/designee. The complaint will be investigated, and the District will act to reimburse the employee if an error is found. The District will continuously make a good faith commitment to comply with all provisions of the Fair Labor Standards Act (FLSA) and state laws and intends this policy of correction to satisfy the “Safe Harbor” provisions of the FLSA regulations, as amended effective August 23, 2004.

NO ADMINISTRATIVE REGULATION

END OF POLICY

Legal References