

5.05 TIMEKEEPING

1. As a Rains County employee, your primary responsibility is to serve the citizens of Rains County and to assure our taxpayers that your time is well managed. The Rains County Commissioners' Court has established Tyler Technologies Time & Attendance as the official timekeeping system for Rains County. Federal and state laws require employees to keep accurate records of time worked in order to calculate employee pay and benefits. All employees classified as "non-exempt" under the Fair Labor Standards Act (FLSA) shall clock in and out using the County's automated timekeeping system, either on their desktop computer or time clock, whichever is provided to that employee's department.
Exceptions: Seasonal election workers and Waste Management Operators (Point waste facility) will continue to utilize paper time sheets to accurately record their time.
2. Employees classified as "exempt" under the FLSA are not required to clock in and out; however, time off for sick and vacation must be submitted to Department Heads/Supervisors and entered into the timekeeping system to reduce leave balances.
3. Rains County follows the 7-minute rounding rule allowed by the FLSA. This means time from 0 to 7 minutes may be rounded down, and thus not counted as hours worked, but employee time from 8 to 14 minutes must be rounded up and counted as a quarter hour of work time. For example, if you are scheduled to clock in at 8:00am, but clock in at 8:07am, your time will round down to 8:00am. If you clock in at 8:08am, your time will round up to 8:15am. Employees clocking in earlier than 7 minutes before their scheduled start time or 7 minutes past the end of their shift must obtain Department Head/Supervisor approval before clocking in early or clocking out late. To avoid unapproved comp and overtime hours, employees should clock in or out as close to the start or end of their shifts as possible. Disciplinary action may be considered for employees who clock in/out early, without approval beforehand. Supervisors/Department Heads **should never edit an employees time record** to avoid the accrual of compensatory time or overtime. This rounding practice must be applied neutrally and consistently across all employees and pay periods, ensuring it does not result in a failure to compensate employees properly for all hours worked over time.
4. Employees that report to duty where there is a desktop computer or time clock available, **MUST** clock themselves in and out. Time worked is all the time actually spent on the job performing assigned duties. Time spent traveling to an employee's work site is not considered time worked. Time for employees who are called to a site while travelling to work shall begin when they reach that site. Upon arrival, if there is not a desktop computer or time clock available to clock in, Department Heads/Supervisors may edit that employee's time.
5. Employees are required to clock in and out any time they leave the work site, for any reason other than assigned work duties. Upon departmental approval, the timekeeping system may automatically deduct for meal periods of either 30 or 60 minutes, provided such periods are bona fide meal breaks where employees are completely relieved from duty and the time is not compensable as hours worked under the FLSA. If automatic deductions are not approved by the department, employees will be required to clock in/out for meal breaks. Deputy Sheriffs are not required to clock in and out for meal breaks, but must be available to respond to calls during those breaks. Because Deputy Sheriffs are not fully relieved from duty during such meal periods, this time shall be

considered compensable hours worked and will not be deducted from their pay, in accordance with FLSA guidelines for public safety employees

6. All exempt and non-exempt employees who accrue leave must use leave time (sick, vacation, comp time) as needed to make their work week or pay period whole. No leave without pay will be granted unless all benefit time is exhausted. Requests for leave must be submitted to Department Heads/Supervisors to be entered into the timekeeping system. Please review the policies on Vacation Benefits (section 4.02(3)), Sick Leave Benefits (section 4.04(11)), Overtime (section 5.03), and Compensatory Cap and Use (section 5.04), as these timekeeping policies apply to and modify those sections.
7. Employees shall not clock in or out for other coworkers. Employees shall only clock in or out for themselves with their personal codes/passwords. Clocking in or out for anyone other than themselves may subject an employee to disciplinary action up to and including termination of employment.
8. In the case of clock malfunction or other technological problems, it may be necessary to correct or enter missing data. These changes shall be documented and manually added to the employee's time record as necessary by a Department Head/Supervisor, to accurately report the employees' hours. Employees must submit a written comment explaining why the time should be adjusted. Any time clock or web access malfunctions shall be promptly reported to the Human Resources office.
9. Manual edits to employee time records should be limited and made for exceptional circumstances only (example: an employee is called to a site on their way in to work, and forgets to clock in). Editing a time record to correct a time entry for a tardy employee is strictly forbidden. If a manual edit is performed by a Department Head/Supervisor, a comment must be added on the in/out punch to explain why the edit was performed.
10. All employees are required to view their time records to ensure the accuracy of their official recorded time and approve their time record with their initials at the end of their last shift each pay period. Any discrepancy should be reported to their Department Head/Supervisor immediately. By submitting your time, you are stating these are the accurate hours you actually worked, and your initials count as your signature pledging that your recorded time is true and correct.
11. At the end of each pay period, Department Heads/Supervisors will approve their employees' time records before releasing the recorded data to Human Resources for payroll processing. The Department Head/Supervisor in charge of a Department shall ensure that employees have accurately completed and approved their time records by reviewing employees' reported times throughout the pay period. Department Heads/Supervisors must approve time records by 9:00am on the day payroll is processed, typically the Friday after the pay period ends. Human Resources will notify employees and Department Heads if an amended due date is needed.
12. If a mistake is made on a time record and payroll has been processed, all corrections will be made on the next regularly-scheduled payroll.
13. Tampering or interfering with a Rains County time clock or other timekeeping equipment is considered a serious offense, subject to disciplinary action up to and including termination of employment.

14. Falsifying timekeeping records (paper or electronic), which are governmental records, is a criminal offense pursuant to Texas Penal Code Section 37.10, and shall result in termination of employment.
15. Compliance and General Provisions. This timekeeping policy is intended to comply with all applicable federal and state laws, including but not limited to the Fair Labor Standards Act (FLSA), Texas Local Government Code, and Texas Penal Code. In the event of any conflict between this policy and applicable federal or state law, the relevant law shall supersede and govern. This policy shall be applied uniformly and without discrimination based on any protected characteristic under federal or state law, such as race, color, religion, sex, national origin, age, disability, or genetic information. All employees, supervisors, and Department Heads shall receive training on this policy upon implementation and periodically thereafter. The County reserves the right to review and update this policy as needed to ensure ongoing compliance with legal requirements. Any questions or concerns regarding this policy should be directed to the Human Resources office.

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