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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER: 502**  
**EFFECTIVE DATE: 11/10/08**  
**REVISED: 01/02/18**  
**AUTHORITY: BOC**  
**COUNTY MANAGER: PAT**

**SUBJECT: PAY PERIODS AND TIME REPORTING**

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**I. Purpose:**

Establishing a pay period with documentation of recorded hours worked and/or leave time taken by employees is necessary to provide an accurate basis for preparing paychecks, to assure compliance with federal and state law, and to maintain an effective and efficient cost accounting system. (For payroll purposes, non-exempt employees covered by the Fair Labor Standards Act (FLSA) must report all time spent performing work.)

**II. Policy:**

**2.1 Pay Periods and Paydays**

Employees are paid bi-weekly on Friday. Paychecks are deposited into the employee's bank account via automated direct-deposit. The Comptroller's Office will provide each employee a paystub at the end of each pay period. The employee may choose to opt out of automated direct-deposit by submitting a letter to the Comptroller's Office requesting not to participate in direct-deposit service. The employee opting out of direct-deposit or otherwise receiving a physical paycheck may pick up his/her paycheck at the Clerk-Treasurer's Office after 12:00 p.m. If a payday falls on a holiday, employees are paid on the preceding work day.

**2.2 Hours Worked**

Non-exempt employees will be paid for all hours worked. Hours worked include, but are not limited to:

- a. Time worked before or after the normally assigned shift, or any other irregular hours, even if the employee volunteers his/her time. Periods of six minutes or less are not considered overtime unless they occur regularly. (This provision does not apply to employees who are performing volunteer work which is unrelated to their normal job functions.)
- b. Rest periods of 20 minutes or less.
- c. Travel time that occurs during an employee's normally scheduled work hours, including regular days off, holidays, etc.
- d. Except as provided below in this section, hours spent at lectures, meetings, and training activities, unless attendance is completely voluntary, outside of normal work hours, non-job related, and no other work is performed.

Employees will not be compensated for the time spent under the following conditions:

- Voluntary attendance, outside of work hours, at an independent school, college, trade school, or similar training offered by the employer at the employee's own initiative even if the courses are related to the employee's current job or paid for by the employer;
  - Training outside of regular work hours required by state or federal law for certification for public-sector employees; and
  - Peace officers or employees in fire protection activities who are in attendance at a peace officer, corrections officers, or fire academy or other training facility, are not considered to be on duty during those times when they are not in class or at a training session, if they are free to use such time for personal pursuits.
- e. Hours spent serving as volunteer ambulance, fire, peace officer or law enforcement personnel for an emergency response during normally scheduled work hours.

### **2.3 Position Designations – Exempt or Non-Exempt**

All positions are designated as “exempt” or “non-exempt” according to federal and state laws and regulations. For cost accounting and billing purposes, Storey County requires exempt employees in certain positions, regardless of exempt or non-exempt status, to account for hours worked.

### **2.4 Responsibility for Exempt or Non-Exempt Designation**

The Personnel Director/Administrative Officer will examine and evaluate position descriptions and duties performed for all positions to determine the designation of the position as exempt or non-exempt. Departments will notify the Personnel Director/Administrative Officer when the duties of a position have substantially changed in order to ensure an accurate designation.

### **2.5 Responsibility for Time Reporting**

Employees are responsible for accurately completing their own timesheets. Supervisors shall not alter or adjust the hours that an employee reports on his/her timesheet. If the supervisor believes the employee has completed his/her timesheet in error, the 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 (e.g., sick leave, annual leave, compensatory time) on the timesheet.
- 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 FMLA (including intermittent FMLA leave), exempt employees may not be charged for absences of less than whole day increments.

**III. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.**