

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE
RECORDING WORK TIME POLICY AND THE ADDITION OF THE POLICY
AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS, Brewster Village Council desires to adopt an Employee Recording Work Time Policy and to modify the Village Employee Handbook to include an Employee Recording Work Time Policy.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

SECTION 1: The Village shall adopt an Employee Recording Work Time Policy as defined below and shall add Section 3.08- Employee Recording Work Time Policy to the Village Employee Handbook as follows:

Section 3.08 Recording Work Time Policy

A. Minimum Requirements for Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Village of Brewster to keep an accurate record of time worked in order to calculate employee pay and benefits. Both the Federal Fair Labor Standards Act (FLSA) and state law requires employers to keep certain records on the number of hours worked and the amount of wages earned.

Hours worked is all the time actually spent on the job performing assigned duties.

B. Responsibilities of Employees

- All employees must maintain accurate individual time sheets and, when required, time cards.
- Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of any unpaid breaks or unpaid meal period.
- Employees should also record the beginning and ending time of any split shift or departure from work for personal reasons.
- Hours employee worked each day
- Total hours the employee worked each work week
- At the end of each two-week pay period, each employee is required to submit time sheets that accurately reflect his/her daily work and leaves taken during the pay period.
- Each time sheet must be signed by the employee.
- Each employee is responsible for seeing that his/her time sheets are submitted in accordance with established policy to their supervisor, department head, or a designated staff person by Monday morning at the end of each pay period.

C. Responsibilities of Department Heads and/or Appointing Authorities

Department Heads, or in the case of Department Heads, the Department Head's Appointing Authority:

1. shall have ultimate responsibility to assure the maintenance and accuracy of daily time and attendance records.
2. shall have ultimate responsibility to verifying the accuracy of the employee's daily time and attendance records.
3. must sign each time sheet.

D. Deadline for Submission

Approval for payment and input of time and attendance records into the payroll system shall be completed by 10:00 AM on the Monday following the last day of the pay period, unless otherwise authorized.

E. Falsification of Time Records

Falsification of time records shall subject an employee to disciplinary action, up to and including termination of employment.

SECTION 2: The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

SECTION 3: This ordinance shall be in full force and effect at the earliest date provided by law.

Mayor Michael E. Schwab

ATTEST:

Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on November 20, 2017

Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni's IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

Clerk K. Kris King

