

ORDINANCE NO. 348

**AN ORDINANCE AMENDING TIME CLOCK PROCEDURES
PURSUANT TO THE PERSONNEL HANDBOOK FOR THE CITY OF GREENLAND,
ARKANSAS AND FOR OTHER PURPOSES**

WHEREAS, the City Council in 2015 appointed a Personnel Handbook Committee to review the Personnel Handbook adopted in 2010 and make recommendations as to necessary and advisable changes or modifications; and

WHEREAS, upon completion of work by the Personnel Handbook Committee and based upon their recommendation and that of the standing Personnel Committee, the City Council adopted the Personnel Handbook, Greenland, Arkansas, dated June 8, 2015, with the passage of Resolution 06-08-2015; and

WHEREAS, the Personnel Handbook in Section 1.4 permits the City Council to make periodic amendments and revisions to the Personnel Handbook; and

WHEREAS, the Personnel Committee has completed a review of the Personnel Handbook in light of changed circumstances in the City, and the Personnel Committee recommends the addition of a section for time clock procedures in the Personnel Handbook.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF GREENLAND, ARKANSAS:

SECTION 1. That the Personnel Handbook, Greenland, Arkansas, bearing the date of March 22nd, 2019, and as previously amended by Resolution 05-13-2019, is hereby amended by *deleting* the following from Section 4.4.1 **REPORTING AND VERIFYING HOURS WORKED** of Chapter 4t:

4.4.1 REPORTING AND VERIFYING HOURS WORKED

Compensation for employment with the City of Greenland may be subject to the Fair Labor Standards Act. It is each employee's responsibility to monitor and record an accurate status of the hours he/she works per payroll period to ensure that he/she is properly paid for time worked.

All completed timesheets signed by the employee and their supervisor must be turned in to the Recorder/Treasurer each and every Friday no later than 4:30 p.m. The recorder/Treasurer shall ensure that proper records are kept as to vacations, sick leave, and hours worked and overtime accrued and taken.

and *adding* the following in its place:

4.4.1 REPORTING AND VERIFYING HOURS WORKED

All employees shall report their hours worked by utilizing the time and attendance system assigned by the Mayor, which system must incorporate the use of a timeclock for non-uniformed, non-exempt employees. It is the responsibility of each employee to properly use the system as directed. It is the employee's responsibility to monitor and record an accurate status of the hours worked by the employee per payroll period to ensure that the employee is properly paid for time worked.

The employee must review the employee's time record for each and every payroll period, and the employee shall add thereto any time spent working outside of the office, time spent working outside of normal office hours, or other hours worked during the payroll period and not recorded by the time clock. The employee must sign the employee's time sheet and submit their time worked each pay period to their supervisor for approval and payroll processing every Friday no later than 4:30 p.m. By signing the timesheet, each employee is verifying its accuracy as to all hours worked during the pay period. The supervisors shall forward the same to the Recorder-Treasurer in a timely manner to ensure that proper records are kept as to time worked and any leave taken.

The employee shall also follow all policies, rules, and procedures set forth in the Time Clock Procedures, which are attached hereto as **Appendix 1** and are incorporated herein by reference.

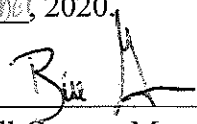
All employees shall report their hours worked "Non-exempt (classified/hourly) employees are required to have a record of hours worked in order for the City to be in compliance with the Fair Labor Standards Act (FLSA). Non-exempt employees include all employees who are eligible for overtime or compensatory time pursuant to the FLSA. Work hours for the police department shall be in accordance with state statutes and departmental regulations.

SECTION 2. That the Personnel Handbook, Greenland, Arkansas, bearing the date of March 22nd, 2019, and as previously amended by Resolution 05-13-2019, is hereby amended by adding the attached Appendix 1 to the end of the of the Personnel Handbook.

SECTION 3. REPEALER: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 4. SEVERABILITY: If any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be adjudged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole, or any part or provision, other than the part so decided to be invalid or unconstitutional.

PASSED AND APPROVED this 12th day of October, 2020.



Bill Groom, Mayor

ATTEST:

Misty McCard
Misty McCard, City Recorder/Treasurer

ROLL CALL VOTE ADOPTING THE ORDINANCE

Names of those voting YEA

Bill Yoes Justin Reed
Lee Guthrie Larry Forrester
Lisa Thornton Rebecca Lawson
Becky Center

Absent

Names of those voting NAY

Diane Reed

ROLL CALL VOTE ADOPTING THE EMERGENCY CLAUSE

Names of those voting YEA

Bill Yoes Justin Reed
Lee Guthrie Larry Forrester
Lisa Thornton Rebecca Lawson
Becky Center

Absent

Names of those voting NAY

Diane Reed

Appendix #1

Time Clock Procedures

The following regulations will apply when using the time clock:

- a. Employees are required to clock in at their assigned start time and must clock out when they go off duty. Employees are not allowed to clock in or out for another employee. Employees are expected to complete their assigned shift.
- b. Habitually clocking in consistently late and clocking out early could result in disciplinary action. A pattern of clocking in late could be considered an issue of tardiness that can result in disciplinary action.
- c. Employees must begin working at their scheduled time once they are clocked in. In the event that the time clock is not working the employee must notify the supervisor and the Recorder/Treasurer immediately by email and begin their daily tasks.
- d. The time and attendance system rounds to the nearest quarter hour. No employee may consistently clock in or out more than seven (7) minutes prior to, or seven (7) minutes after, his or her shift. However, the seven (7) minutes before or after the employee's start time is just a rounding function. Employees should not assume that it is acceptable to habitually clock in after their scheduled time to begin work. For regular employee hours, see Section 4.2 Work Hours.
- e. Employees may clock in before, or work past, scheduled start time if approved by the Supervisor to fulfill responsibilities to the citizens of the City of Greenland (e.g. street crew for inclement weather). See Section 4.3 Unauthorized Work Time.
- f. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties. This does not include designated break times, restroom breaks, or city supported events such as classes or continuing education.
- g. Employees must clock in and out for lunch break every day.
- h. Employees must clock in and out at the time clock.
- i. Mobile devices may not be used to clock in or out.
- j. Time recorded by full-time non-exempt employees must meet the time requirement as defined by the employee's job description, consisting of actual time worked, compensatory time, or leave. See Subsection 4.6.2 Compensatory Time.

- k. Prior approval from the employee's supervisor must be obtained before working more than regular scheduled hours. Supervisors are accountable for any changes to work hours as they affect the budget.
- l. Any adjustments to the recorded time must be approved by the Recorder/Treasurer. A Timesheet Adjustment Form must be turned in stating the circumstances for the adjustment.
- m. Employees are required to approve their own time, except in extenuating circumstances. Notes must be entered documenting the circumstances when a supervisor approves an employee's time and attendance record. See Subsection 4.4.1 Reporting and Verifying Hours Worked.”
- n. It is each employee's responsibility to learn and use the time clock appropriately. Disciplinary action can occur for the following events:
 - 1. Clocking in and out for other employees. This is considered misconduct and can result in both parties being written up.
 - 2. Continually failing to clock in and/or out.
 - 3. Incorrectly reporting time worked. Examples are taking extended lunch breaks or clocking in and not being at your workstation.
 - 4. Tardiness and clocking out early.