



2-2 POLICY ON RECORDING OF HOURS WORKED

All non-exempt employees are required to maintain an accurate and legible record of the hours worked, whether by time sheet or timecard. These time records, which must be approved by your immediate supervisor, are the basis for your paycheck calculation. Work time is computed to the nearest quarter of an hour (15) minutes per day. If you have permission to leave during working hours, you must sign out when you leave and sign in when you return. You are responsible to maintain your own work time records. Violation of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

Employees are not to clock or sign in or out for other employees. Recording another employee's time record or falsification of your own time record is against SYCAMORE PARK DISTRICT rules and is grounds for disciplinary action, up to and including dismissal.

Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

If an employee forgets to clock or sign in or out, they must notify their supervisor immediately so the time may be accurately recorded for payroll.

Exempt employees must also record their total hours worked and business trips, vacations, sick, and personal days must be recorded on the attendance sheet by the employee designated to monitor attendance. Each supervisor is responsible for the verification of the hours of those employees under their supervision and charge.

Your paycheck may not be given to anyone other than you without written consent.

In the event of a lost paycheck, the Superintendent of Finance must be notified in writing as soon as possible before a replacement check can be issued on the next pay cycle. In the event the lost paycheck is recovered, and SYCAMORE PARK DISTRICT identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to SYCAMORE PARK DISTRICT within 24 hours of the time that it is demanded.

Adopted on:

Revised: October 2016