

## **4.0 TIME AND ATTENDANCE/PAYROLL**

### **4.01 TIME AND ATTENDANCE**

**Policy:** Federal and state laws require Atascosa County to keep an accurate record of time worked. To ensure adequate staffing, positive employee morale, and to meet expected standards throughout Atascosa County, timely and regular attendance is an expectation of performance for all Atascosa County employees. Employees will be held accountable for adhering to their workplace schedule and documenting their time in the Time and Attendance System, TimeClock Plus. Accurately recording time worked is the responsibility of every employee, exempt or nonexempt. Altering, falsifying, tampering with time records, or clocking in/out for another employee is grounds for disciplinary action, up to and including termination of employment and legal action.

**Procedure:**

**1. Time Clocks – Time and Attendance:**

- Employees, exempt or nonexempt, are required to clock in at the start of their day/shift, clock out and back in for their lunch break, and clock out at the end of their day/shift.
- Atascosa County Elected Officials, Appointed Officials, Assistant County Attorneys, Assistant District Attorneys, Public Defender's Office Attorneys, EMS Director, Human Resources Director, Animal Control Shelter Director, Emergency Management Coordinator, Fire Marshal, Deputy Fire Marshal - Environmental Crimes Officer, Elections Administrator, IT Manager, Chief Juvenile Probation Officer, Juvenile Detention Center Director and District Court- Court Reporters are not required to use the Time Clock.
- Any employee with three (3) or more missed punches may be required to come before Commissioners Court, along with their supervisor, elected official, or department head, to explain the excessive missed punches.
- Any supervisor routinely editing, changing, or adding time for employees may be required to come before Commissioners Court to explain.

**2. Time Clocks and Failure to Clock In/Out:**

Employees are required to follow guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

- Failure to clock in/out on their designated time clock at the beginning and/or end of their assigned shift;
- Failure to clock in/out on their designated time clock for the meal break;
- Failure to accurately and timely report time worked;
- Clocking in/out early (or late) of assigned shift without prior approval;
- Clocking in or out for any other employee or asking another employee to clock in or out for you is a violation of this policy and will result in disciplinary action, up to and including termination of employment and legal action.

**3. Time Clocks Records:**

- Time records online are official county documents and, as such, require accurate and truthful information. Falsifying a time record, which is considered a county record, is grounds for disciplinary action up to and including termination and is a criminal offense.
- It is the employees' responsibility to approve their time records to certify the accuracy of all

time recorded. Once the employee has approved their time, the elected official, appointed official, or department head will review and then approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the department head must verify and approve the accuracy.

#### **4.02 PAY**

Pay for County Elected and Appointed Officials and employees who are paid from county funds are set each year by the Commissioners' Court. Rules governing salary administration and pay increases are also established by the Commissioners' Court.