



**CIBOLA COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION No 2022-52**

POLICY FOR EMPLOYEE TIME-KEEPING

WHEREAS, the Cibola County Board of Commissioners met upon notice of meeting duly published at the Cibola County Administration Building, 700 East Roosevelt Ave., Suite 50, Grants, NM 87020, on September 22, 2022, at 5:00 p.m. as required by law; and

WHEREAS, the County is required to collect and maintain data concerning the hours worked by all non-exempt employees to support the issuance of a payroll check/direct deposit and to document compliance with the Fair Labor Standards Act (FLSA). To that end, the County has established an electronic time clock to record hours worked and form the basis of timesheets.

NOW, THEREFORE the following policy is hereby adopted.

I. TIME-KEEPING POLICY

- A. By using the time clock to record hours and signing and submitting a time sheet or allowing a time sheet to be submitted on their behalf, the employee is certifying that the number of hours reported were worked or taken as authorized leave and that payment, therefore is due and payable by the County. By signing the time sheet the supervisor is verifying the representation made.
- B. Employees are required to clock in at their assigned start time, clock out at their assigned end time, and must clock out when they go off duty.
- C. All time off, except for the occasional unexpected reasons, should be requested electronically by the employee for approval.
- D. Any alteration (adding or deleting an employee's time within the timekeeping system) requires a note to be made on that date within the timekeeping system.



- E. Employees are required to clock out any time they leave the work site other than for assigned work duties, including lunch time except for employees who are working in the field.
- F. Unless permission to do otherwise is authorized in writing by the employee's supervisor, no employee may clock in more than five (5) minutes prior to the start of their shift and may not clock out more than five (5) minutes prior to, or five (5) minutes following, the end of their shift.
- G. If a non-exempt employee forgets to clock or sign in or out, the employee must notify his/her supervisor immediately so the time may be accurately recorded for payroll. This may occur no more than once per pay period. If it occurs more often, the employee must make an appointment with the Human Resources Officer to complete an affidavit stating the time worked.
- H. The County Manager may issue supplemental directives and clarifications to departments to further the intent of this policy and to set procedures consistent with the needs of the individual departments and the capabilities of the County's time keeping system.
- I. Repeated failure to sign in or out may result in disciplinary action up to and including termination.

II. PAY PERIOD PROVISIONS

- A. Employees must submit their time electronically at the end of their last shift of the pay period, or no later than 10:00 AM on the Monday following the last day in the pay period (Saturday).
- B. Department Heads must determine time off requests before they review and submit timesheets electronically.
- C. Department Heads must review and approve all employee timesheets no later than noon on the Monday following the last day (Saturday) in the pay period.

APPROVED, ADOPTED, AND PASSED on this 22nd day of September 2022.

BOARD OF COUNTY COMMISSIONERS



Daniel J. Torrez
DANIEL TORREZ, CHAIR

Martha Garcia
MARTHA GARCIA, 1ST VICE-CHAIR

Christine Lowery
CHRISTINE LOWERY, 2ND VICE-CHAIR

Ralph Lucero
RALPH LUCERO, MEMBER

Robert Windhorst
ROBERT WINDHORST, MEMBER

ATTEST BY:

Michelle E. Dominguez
MICHELLE E. DOMINGUEZ, COUNTY CLERK



ACKNOWLEDGEMENT OF RECEIPT

Employee Printed Name And Signature

Date:

Department

Witnessed By