

The Evergreen State College
Timekeeping Procedures
Updated September 2016

OVERVIEW

These Timekeeping Procedures apply to all overtime eligible staff employees and for staff and faculty that supervise these employees. The Timekeeping Procedures work in conjunction with the Leave System Procedures, the Fair Labor Standards Act, the Collective Bargaining Agreements, College Policies, and Washington State Regulations.

BACKGROUND

Fair Labor Standards Act

The College administers these timekeeping procedures in compliance with the Fair Labor Standards Act (FLSA), as amended which requires that nonexempt employees be paid for hours worked each week and overtime for time worked over forty hours in a work week. The FLSA regulations define a work week as “a fixed and regularly recurring period of 168 hours – seven consecutive 24 hour periods”. Employees not exempt from the FLSA may confirm once each work week (or work period in the case of law enforcement) the hours worked for the week through the employers timekeeping system.

Collective Bargaining Agreement

The current Collective Bargaining Agreements (CBAs) states that employees will accurately report time worked in accordance with a positive time reporting process as determined by the employer. The CBAs also defines how compensation such as overtime, compensatory time, callback, shift premium and standby will be applied and defines the work period for Law Enforcement employees as 160 hours in a 28 day period. This procedure is written in accordance with the CBAs which should be referred to for further clarification as needed.

Washington State Regulations

The College must comply with Washington State regulations related to record keeping.

DEFINITIONS

- Work week - A regularly re-occurring period of 168 hours consisting of 7 consecutive 24 hour periods with two consecutive days off.
- Work period (law enforcement) – 160 hours in a 28 day period.
- Overtime - Time worked over 40 hours in a work week. For law enforcement, time worked over 160 hours in a work period.
- Overtime eligible employee – Employees who are covered by the overtime provisions of state and federal law.

ROLES AND RESPONSIBILITIES

Employee Responsibility

Each work week/work period, overtime eligible staff employees will use the College's online Time System to report and certify their hours worked. For each work week/work period, employees must accurately record the specific start time and number of hours worked each day.

Employees must be compensated for any overtime worked however failure to receive prior approval for working overtime hours may be grounds for disciplinary action. Hours worked resulting in overtime may be requested as compensatory time and may be granted by the supervisor.

Employees will record when they have worked hours that are eligible for callback, shift premium or standby.

Schedule adjustments within a work week/period must be approved by supervisors. Schedule adjustments may not be made **outside** of the work week/period. Employees will accurately record the approved schedule adjustments.

Employees will certify each work week/period no later than the second day of the following work week/period unless they are unable or unavailable to do so.

Supervisor Responsibility

Supervisors are responsible for training the employees that they supervise on how to use the Time System in an accurate and timely manner which is consistent with the Collective Bargaining Agreement.

Each work week/period; supervisors are responsible for certifying the specific start times, hours worked, shift premium, callback and standby each day during the work week/period for each employee supervised. Supervisors are expected to make changes to the information in the employee's work week/period if the information is not deemed accurate by the supervisor or if any information was omitted. The Time System will indicate to the employees when changes have been made.

Supervisors will certify the work week/period for each employee that they supervise no later than the third day of the following work week/period. When a supervisor is unable to certify, that person's supervisor will certify each employee's information by proxy.

Supervisors will grant overtime / compensatory time in accordance with the Collective Bargaining Agreements.

Supervisors are responsible for working with Human Resource Services office to ensure all errors, discrepancies and payroll questions are resolved in a timely and satisfactory manner.

For all temporary and permanent schedule changes occurring outside of any given work week/work period, supervisors will ensure that a Work Schedule Assignment/Change Form is completed and submitted to the Human Resource Services, ensuring notice periods of applicable Collective Bargaining Agreements are met. The proposed change must be approved by Human Resource Services prior to implementing any schedule changes.

Human Resource Services / Internal Auditor Responsibility

Human Resource Services (HRS) and/or the Internal Auditor will periodically review supervisor and employee Time System records for compliance with the Fair Labor Standards Act, Collective Bargaining Agreements, State Regulations and the College's policies and procedures.

HRS will:

- Review and approve or deny all Work Schedule Assignment/Change forms;
- Offer training to new supervisors on the use of the Time System; and
- HRS will respond in a timely manner to all questions, issues and/or concerns about the Time System.

TIME SYSTEM USER QUESTIONS

For time system user questions email the Time and Leave DL timeandleave@evergreen.edu.

Regarding any of the above procedures and questions about time keeping rules contact HumanResources@evergreen.edu, call the office at (360) 867-5361 or visit the HRS website <https://www.evergreen.edu/humanresources/timesheets.htm>.