

# ***Warren-Newport Public Library District*** **Staff Manual**

## ***401 Timekeeping***

Effective Date: 07/12/2006

Revision Date: 07/01/2006; 12/18/2018

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Warren-Newport Public Library District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Exempt employees should also record time worked for purposes of public accountability.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 7 minutes prior to their scheduled starting time nor stay more than 7 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.