



## Time & Attendance Policy

### Purpose

The purpose of this Time and Attendance Policy is to ensure that the Ohio Department of Agriculture (ODA) is functionally staffed during core business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, and to provide a procedure to record and maintain records of employees' hours worked in accordance with applicable federal Fair Labor Standards Act and Ohio Revised Code provisions.

### Authority

- a. Fair Labor Standards Act
- b. O.R.C. 4111.14
- c. February 5, 2008 Time and Attendance Policies Guidance Memorandum issued by DAS.
- d. April 23, 2008 Time and Attendance Clarification for Bargaining Unit Employees issued by DAS/OCB

### Scope

This Policy is applicable to all ODA employees. If there are conflicting provisions with an applicable collective bargaining agreement, the provisions of the agreement control.

### Work Week and Schedules

ODA employees who are full-time permanent are assigned a standard work week of 40 hours per week, Monday through Friday. Part-time permanent employees are assigned a standard work week based on their number of hours scheduled to work per week. Non-permanent employees may or may not be assigned a standard work week.

Section managers are responsible for ensuring that employee work schedules (i.e. begin and end times) within the work week are assigned so that administrative functions, such as answering telephones and responding to inquiries from the public and other state agencies, are adequately covered during core business hours.

### Sign-In/Out Procedure

Employees are expected to document the actual time of day they begin work, end work, and meal period each workday by indicating such times on the excel timesheet issued by Human Resources.

Bargaining unit and other overtime eligible staff shall not sign in and begin their workday more than five minutes before their shift start time nor sign out and end their workday more than five minutes after their shift end time.

Employees who sign in up to fifteen minutes after their normal start time have the option of working those additional minutes at the end of the day to attain a full day of work with approval from their supervisor. This option is not to be used on a frequent or recurring basis and should not be construed as a flexible work arrangement.



Flexible work arrangements must be agreed to in advance by the employee and his/her manager. Management may exempt specific job functions that have public interaction responsibilities or other critical time constrained duties (i.e. answering office phones, responding to public inquiries, internal time-sensitive obligations and contact center duties) from the use of this privilege due to the nature of their work. An employee's supervisor or section manager reserves the right to grant or restrict this privilege in consideration of operational need and or instances of abuse.

Employees are required to submit their excel timesheet and any Request for Leaves (RFL) by 9:00 a.m. on Monday of pay processing week. Managers are expected to reconcile excel timesheets with reported hours in OAKS each pay period. Managers are required to approve all RFL's and Payable Time by close of business on Tuesday of pay processing week.

**Penalties**

Employees will be disciplined for falsification of timesheets or any other violation of this policy, up to and including termination, subject to the provisions of any applicable collective bargaining agreement.

**Contact**

The Human Resources Director is available for consultation or questions regarding this Policy.

**Revision History**

| <b>Date</b> | <b>Description of Change</b> |
|-------------|------------------------------|
| 3/2004      | Initial Policy Issued        |
| 8/2012      | Revisions to Policy Issued   |
| 7/2015      | Revisions to Policy Issued   |

