

MEETING DATE: April 12, 2018

TITLE: Amendment of Employee Handbook to Facilitate Implementation of the Human Resources Plan

RESOLUTION NUMBER: 18-037

PREPARED BY: Cathy Reynolds

E-MAIL: creynolds@minnehahacreek.org

TELEPHONE: 952-641-4503

REVIEWED BY: Administrator Counsel Program Mgr. (Name): _____
 Board Committee Engineer Other

WORKSHOP ACTION:

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): Acceptance at the April 12 Board Meeting	

PURPOSE or ACTION REQUESTED:

We are seeking the Boards approval of amendments to provisions of the Employee Handbook to facilitate the implementation of the Human Resources Plan. The Board of Managers most recently reviewed the Employee Handbook in 2015 which is the last time it was reviewed and revised in its entirety. We will be looking to update the entire Handbook over the next 120 days and will bring the updated Employee Handbook, in its entirety, to the Board at that time for review and acceptance. In the interim we have identified provisions of the Employee Handbook that need more immediate attention to facilitate the implementation of the Human Resources Plan adopted by the Board of Managers in 2017.

The first provision covers employee Discipline. The changes to this section updates the language and clarifies the authority of the District Administrator to take disciplinary action as deemed necessary in the given circumstances. The clarification also removes the Board from the need to be involved in the daily organizational personnel management of the District. This is in line with the intent of the Board concerning the District Administrator’s accountability and responsibility for implementation of the Human Resources Plan as discussed at the Board retreat in February 2018.

The second provision is on Separation of Employment. This language is updated to ensure it is in agreement with the employee discipline language and again clarifies the authority of the District Administrator in the implementation of the Human Resources Plan and guidance of the Board.

The third provision is on Promotions. The existing language ties promotions to a rating scale that is currently not used and restricts the District Administrator in his placement of internal candidates. The updated language

provides more flexibility and gives the District Administrator the authority to place internal candidates appropriate with their background and experience.

The final provision to be updated is on Time Reporting. This change will bring the Employee Handbook into agreement with current policy requiring all employees to complete timecards regardless of standing as exempt or non-exempt. This change also addresses the finding in the 2017 Financial Audit regarding payroll controls.

The attached document shows the current Employee Handbook language for these provisions, a track change version of the language, and a clean version of the new language for your review.

RESOLUTION

RESOLUTION NUMBER: 18-037

TITLE: Amendment of Employee Handbook to Facilitate Implementation of Human Resources Plan

WHEREAS, the Employee Handbook was last updated in October 2015;

WHEREAS, certain provisions of the Employee Handbook are now outdated and out of alignment with the Human Resources Plan adopted by the Board of Managers in 2017;

WHEREAS, these provisions restrict the smooth implementation of the Human Resources Plan and the authority of the District Administrator to implement the guidance and direction of the Board of Managers;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers adopts the provisions amending sections of the October 2015 Employee Handbook on Discipline, Separation of Employment, Promotions, and Time Reporting as identified in the document attached to this Resolution.

Attachment

Resolution Number 18-037 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary Date:_____

Change 1 - Discipline

Current Language

I. Discipline

1. Overview

The MCWD recognizes its responsibility to treat all employees fairly and to provide adequate compensation and benefits for the work provided; employees are expected to recognize their responsibility to maintain acceptable performance on the job.

In the event that an employee's performance does not meet the standards expected, it will be the responsibility of the supervisor to advise the employee of such lack of performance.

This establishes a standard disciplinary process for employees of the MCWD. District employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work practices and standards of conduct and applicable MCWD practices.

Discipline will be administered in a non-discriminatory manner. This practice and procedure is not to be construed as contractual terms, and is intended to serve only as a guide for employment discipline.

2. Process

The MCWD will utilize disciplinary actions that best meet the needs of the situation. Nothing in this Handbook implies that any District employee has a property right to the job he/she performs. Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

3. Disciplinary Action

Disciplinary actions may include but are not limited to the following, and may occur in any order given particular circumstances:

a. Verbal Warning

Oral reprimands are normally given for first incidents or minor offenses, to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. An oral reprimand includes date(s), a summary of discussion and corrective action and is submitted to Operations and Support Services for placement in the employee's personnel file.

b. Written Warning

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Written reprimands are issued in person by the supervisor with prior review and approval

from the Operations and Support Services Director and District Administrator. Written reprimands will be forwarded to Operations and Support Services, to be placed in the employee's personnel file.

c. Suspension With or Without Pay

With prior review and approval by the District Administrator and the Operations and Support Services Director, a Director may suspend an employee without pay as a disciplinary measure. In this event, the employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false, the employee will receive any compensation and benefits due, had the suspension not taken place.

d. Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the Director, in consultation with the Operations and Support Services Director and District Administrator, determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The related documentation will be presented to the employee in person and submitted for the personnel file.

e. Salary

An employee's salary/wage increase may be withheld or the salary/wage decreased due to performance deficiencies.

f. Termination/Discharge

The District Administrator, with the approval of the District Board, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with District standards.

Change 1 - Discipline

Red Lined Language

I. Discipline

1. Overview

The MCWD recognizes its responsibility to treat all employees fairly and to provide adequate compensation and benefits for the work provided; employees are expected to recognize their responsibility to maintain acceptable performance on the job.

In the event that an employee's performance does not meet the standards expected, it will be the responsibility of the supervisor to advise the employee of such lack of performance.

~~This establishes a standard disciplinary process for employees of the MCWD. District employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities, at the level required, including observance of work practices and standards of conduct and applicable MCWD practices.~~

~~It is the policy of the District that d~~Discipline will be administered in a non-discriminatory manner. This practice and procedure is not to be construed as contractual terms, and is intended to serve only as a guide for employment discipline. Discipline of employees will be based on the nature and severity of the infraction and conditions surrounding the incident. Discipline may include oral reprimand, written reprimand, suspension with or without pay, withholding a salary increase, decreasing the employee's salary and discharge.

2. Process

The MCWD will utilize disciplinary actions that best meet the needs of the situation as determined by the District Administrator. Nothing in this Handbook ~~implies that any District employee has a property right to the job he/she performs~~establishes a requirement for the use of progressive discipline. Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

3. Disciplinary Action

Disciplinary actions may include but are not limited to the following, and may occur in any order given particular circumstances. Th:

a. Oral Reprimand~~Verbal Warning~~

~~Oral reprimands are normally given for first incidents or minor offenses, to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. An oral reprimand includes date(s), a summary of discussion and corrective action and is submitted to Operations and Support Services for placement in the employee's personnel file. The employee's supervisor may give the employee an oral reprimand. A written note may be placed in the employee's personnel file indicating that an oral reprimand was given.~~

b. Written ~~Warning Reprimand~~

~~A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Written reprimands are issued in person by the supervisor with prior review and approval from the Operations and Support Services Director and District Administrator. Written reprimands will be forwarded to Operations and Support Services, to be placed in the employee's personnel file. The employee's supervisor may give the employee a written reprimand. The employee must sign the written reprimand to acknowledge its receipt. The signature of the employee does not mean that the employee agrees with the reprimand. The reprimand shall be placed in the employee's personnel file.~~

c. Suspension With or Without Pay

~~With prior review and approval by the District Administrator and the Operations and Support Services Director, a Director may suspend an employee without pay as a disciplinary measure. In this event, the employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.~~

~~An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false, the employee will receive any compensation and benefits due, had the suspension not taken place.~~

An Employee may be suspended with or without pay. The District Administrator will notify the employee of the reason for and length of the suspension, whether it is with or without pay and any further discipline the employee may face should the misconduct continue. If an investigation is conducted and shows that the allegations of misconduct are false, the employee may receive back pay for some or all of the period of suspension, as determined by the District Administrator.

An employee suspended without pay for more than one pay period shall continue to receive insurance benefits. The employee shall be responsible for paying the employee's share of any premiums if applicable. Such payment is due to the city by the 1st of each month for each full or partial month during which the employee is suspended.

An employee suspended without pay for more than one pay period shall not accrue or be allowed to use any accrued leave or holiday leave.

d. Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed ~~and the Director, in consultation with the Operations and Support Services Director and the~~ District Administrator, determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The related documentation will be presented to the employee in person and submitted for the personnel file.

e. Salary

An employee's salary/wage increase may be withheld or the salary/wage decreased due to performance deficiencies.

f. Termination/Discharge

The District Administrator, ~~with the approval of the District Board,~~ may dismiss an employee for substandard work performance, serious misconduct, ~~or~~ behavior not in keeping with District standards or other circumstances which in the determination of the Administrator warrant such action.

3. Hearing. In any case of discipline under (c) – (f) above, the employee may appeal to the Board of Managers. The appeal must be submitted in writing to the Board of Managers through the operations manager with a copy to the district administrator within 10 days following the disciplinary action. The action of the Board of Managers will be final, subject to any right to appeal under state law.

Change 1 - Discipline

New Language

I. Discipline

1. Overview

The MCWD recognizes its responsibility to treat all employees fairly and to provide adequate compensation and benefits for the work provided; employees are expected to recognize their responsibility to maintain acceptable performance on the job. In the event that an employee's performance does not meet the standards expected, it will be the responsibility of the supervisor to advise the employee of such lack of performance.

District employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities.

It is the policy of the District that discipline will be administered in a non-discriminatory manner. This practice and procedure is not to be construed as contractual terms, and is intended to serve only as a guide for employment discipline. Discipline of employees will be based on the nature and severity of the infraction and conditions surrounding the incident. Discipline may include oral reprimand, written reprimand, suspension with or without pay, withholding a salary increase, decreasing the employee's salary and discharge.

2. Process

The MCWD will utilize disciplinary actions that best meet the needs of the situation as determined by the District Administrator. Nothing in this Handbook establishes a requirement for the use of progressive discipline. Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

3. Disciplinary Action

Disciplinary actions may include but are not limited to the following, and may occur in any order given particular circumstances:

a. Oral Reprimand

The employee's supervisor may give the employee an oral reprimand. A written note may be placed in the employee's personnel file indicating that an oral reprimand was given.

b. Written Reprimand

The employee's supervisor may give the employee a written reprimand. The employee must sign the written reprimand to acknowledge its receipt. The signature of the employee does not mean that the employee agrees with the reprimand. The reprimand shall be placed in the employee's personnel file.

c. Suspension With or Without Pay

An Employee may be suspended with or without pay. The District Administrator will notify the employee of the reason for and length of the suspension, whether it is with or without pay and any further discipline the employee may face should the misconduct continue. If an investigation is conducted and shows that the allegations of misconduct are false, the employee may receive back pay for some or all of the period of suspension, as determined by the District Administrator.

An employee suspended without pay for more than one pay period shall continue to receive insurance benefits. The employee shall be responsible for paying the employee's share of any premiums if applicable. Such payment is due to the city by the 1st of each month for each full or partial month during which the employee is suspended.

An employee suspended without pay for more than one pay period shall not accrue or be allowed to use any accrued leave or holiday leave.

d. Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the District Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The related documentation will be presented to the employee in person and submitted for the personnel file.

e. Salary

An employee's salary/wage increase may be withheld or the salary/wage decreased due to performance deficiencies.

f. Termination/Discharge

The District Administrator may dismiss an employee for substandard work performance, serious misconduct, behavior not in keeping with District standards or other circumstances which in the determination of the Administrator warrant such action.

3. Hearing. In any case of discipline under (c) – (f) above, the employee may appeal to the Board of Managers. The appeal must be submitted in writing to the Board of Managers through the operations manager with a copy to the district administrator within 10 days following the disciplinary action. The action of the Board of Managers will be final, subject to any right to appeal under state law.

Change 2 – Separation of Employment

Current Language

J. Separation of Employment

1. Overview

Employees may be separated from employment by means of retirement, voluntary termination, resignation not in good standing, involuntary discharge or layoff. Employees of the District serve “at-will.” All debts must be repaid and all district property must be returned to the supervisor prior to the last day of employment. Failure to return District property or reimburse debts due to the District upon employment separation may be considered theft, and will be referred to the District’s legal representative for review.

2. Retirement

No regular employee will be required to retire from the MCWD employment solely for age, except in those positions where a bona fide occupational qualification exists. Employees desiring to retire in good standing must give written notice of their intent to retire 10-working days in advance. The notice will be submitted to the employee’s Director, who will forward it to Operations and Support Services. Processing of retirement and severance benefits will be in accordance with regular payroll processing.

3. Voluntary Resignation

Employees who plan to resign from the MCWD must provide “proper notice,” or a written letter of resignation a minimum of 10-working days in advance to their Director. Additional notice is desirable whenever possible. Accrued vacation leave is not available for use within the resignation notice period, and will be paid in accordance with these practices and procedures. The resigning employee is expected to be actively at work on the final day of employment except in unusual circumstances approved in advance by the District Administrator.

4. Resignation Not in Good Standing

The following circumstances may be considered resignations not in good standing:

- Resignation without proper notice;
- Absence from work for three days without notification and approval of the employee’s Director, or failure to return to work on the date determined from an approved leave and;
- Resignation while under investigation for disciplinary actions.

5. Termination/Discharge

In some cases it may be necessary for the MCWD to involuntarily terminate the employment relationship with an employee. All employment with the MCWD is “at-will”, and the MCWD retains

the right to terminate an employee at any time for any reason, or no reason, within the provisions of the law.

6. Reduction In Work Force/Layoff

In order to ensure a balanced work force, the MCWD may, at its discretion, determine that a reduction in the number of employees on the payroll is necessary. Whenever possible, the employee(s) will receive a notice of reduction in work force ten working days in advance of the effective date of the layoff.

7. Death

Payments owed to a deceased employee by the MCWD will be paid out in the name of the employee, to the designated beneficiary on file.

Change 2 – Separation of Employment

Red Line Language

J. Separation of Employment

1. Overview

Employees may be separated from employment by means of retirement, ~~voluntary resignation, termination, resignation not in good standing,~~ termination/involuntary discharge or layoff.

Employees of the District serve “at-will.” All debts must be repaid and all district property must be returned to the supervisor prior to the last day of employment. Failure to return District property or reimburse debts due to the District upon employment separation may be considered theft, and will be referred to the District’s legal representative for review.

2. Retirement

No regular employee will be required to retire from the MCWD employment solely for age, except in those positions where a bona fide occupational qualification exists. Employees ~~desiring to retire in good standing~~ desiring to retire in good standing must give written notice to the District Administrator of their intent to retire 10-working days in advance. ~~The notice will be submitted to the employee’s Director, who will forward it to Operations and Support Services.~~ Processing of retirement and severance benefits will be in accordance with regular payroll processing.

3. ~~Voluntary~~ Resignation

- a. Procedure. Any employee wishing to leave the District’s service in good standing shall provide the District Administrator a written notice of resignation, at least 10 working days before leaving, stating the effective date of the resignation and the reason for leaving.

Failure to provide written notice in accordance with paragraph (a), will be considered a resignation not in good standing and may be cause for denying such employee future employment with the District and denying severance benefits.

- b. Use of Paid Leave following Resignation. Use of paid leave is not available during the resignation period without prior approval by the District Administrator.

- c. Unauthorized Absence. An unauthorized absence from work for a period of three (3) consecutive working days may be considered a resignation, and the employee shall not be entitled to severance benefits.

~~Employees who plan to resign from the MCWD must provide “proper notice,” or a written letter of resignation a minimum of 10 working days in advance to their Director. Additional notice is desirable whenever possible. Accrued vacation leave is not available for use within the resignation notice period, and will be paid in accordance with these practices and procedures. The resigning employee is expected to be actively at work on the final day of employment except in unusual circumstances approved in advance by the District Administrator.~~

~~4. Resignation Not in Good Standing~~

~~The following circumstances may be considered resignations not in good standing:~~

- ~~• Resignation without proper notice;~~
- ~~• Absence from work for three days without notification and approval of the employee's Director, or failure to return to work on the date determined from an approved leave and;~~
- ~~• Resignation while under investigation for disciplinary actions.~~

~~45. Termination/Discharge~~

In some cases it may be necessary for the MCWD to involuntarily terminate the employment relationship with an employee. All employment with the MCWD is "at-will", and the MCWD retains the right to terminate an employee at any time for any reason, or no reason, within the provisions of the law.

~~56. Reduction In Work Force/Layoff~~

In order to ensure a balanced work force, the MCWD may, at its discretion, determine that a reduction in the number of employees on the payroll is necessary. Whenever possible, the employee(s) will receive a notice of reduction in work force ten working days in advance of the effective date of the layoff.

~~67. Death~~

Payments owed to a deceased employee by the MCWD will be paid out in the name of the employee, to the administrator or executor of the estate of the deceased. ~~to the designated beneficiary on file.~~

Change 2 – Separation of Employment

New Language

J. Separation of Employment

1. Overview

Employees may be separated from employment by means of retirement, resignation, termination/discharge or layoff. Employees of the District serve “at-will.” All debts must be repaid and all district property must be returned to the supervisor prior to the last day of employment. Failure to return District property or reimburse debts due to the District upon employment separation may be considered theft, and will be referred to the District’s legal representative for review.

2. Retirement

No regular employee will be required to retire from the MCWD employment solely for age except in those positions where a bona fide occupational qualification exists. Employees must give written notice to the District Administrator of their intent to retire 10-working days in advance. Processing of retirement and severance benefits will be in accordance with regular payroll processing.

3. Resignation

a. Procedure. Any employee wishing to leave the District’s service in good standing shall provide the District Administrator a written notice of resignation, at least 10 working days before leaving, stating the effective date of the resignation and the reason for leaving.

Failure to provide written notice in accordance with this paragraph, will be considered a resignation not in good standing and may be cause for denying such employee future employment with the District and denying severance benefits.

c. Use of Paid Leave following Resignation. Use of paid leave is not available during the resignation period without prior approval by the District Administrator.

d. Unauthorized Absence. An unauthorized absence from work for a period of three (3) consecutive working days may be considered a resignation, and the employee shall not be entitled to severance benefits.

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In some cases it may be necessary for the MCWD to involuntarily terminate the employment relationship with an employee. All employment with the MCWD is “at-will”, and the MCWD retains the right to terminate an employee at any time for any reason, or no reason, within the provisions of the law.

5. Reduction In Work Force/Layoff

In order to ensure a balanced work force, the MCWD may, at its discretion, determine that a reduction in the number of employees on the payroll is necessary. Whenever possible, the

employee(s) will receive a notice of reduction in work force ten working days in advance of the effective date of the layoff.

6. Death

Payments owed to a deceased employee by the MCWD will be paid out in the name of the employee, to the administrator or executor of the estate of the deceased.

Change 3 – Promotions

Current Language

H. Change in Employment Status

2. Promotions

It is the practice of MCWD to encourage promotion of employees from within the organization. Seniority may be considered, along with all other job qualifications. Promoted employees will retain all accrued benefits.

- Promotions within a Classification: Are based on attaining the qualifications required to move from an entry level position, to a level within the same classification requiring additional training or experience as determined by the Internal Equity rating system. Movement to the higher level is determined by the Director in consultation with the Operations and Support Services Director, and will reflect a pay increase, by placement on the grade level of the higher rated classification which is equivalent to a 3% increase, or to the minimum salary range for that grade, whichever is greater.
- Promotion to a higher vacant position: Pursuant to the established application procedures, any employee who is selected to fill a vacant position with a higher grade level will receive a pay increase by placement on the grade level of the higher rated position, which is equivalent to a 3% increase, or to the minimum salary range for that grade, whichever is greater.
- The promotion will utilize the recruiting process as outlined in this Handbook, with exceptions permissible under the authority of the Operations and Support Services Director (EEO Officer), in consultation with the District Administrator.

Red Line Language

H. Change in Employment Status

2. Promotions

It is the practice of MCWD to encourage promotion of employees from within the organization. ~~Seniority may be considered, along with all other job qualifications.~~ Promoted employees will retain all accrued benefits.

- ~~Promotions within a Classification: Are based on attaining the qualifications required to move from an entry level position, to a level within the same classification requiring additional training or experience as determined by the Internal Equity rating system. Movement to the higher level is determined by the Director in consultation with the Operations and Support Services Director, and will reflect a pay increase, by placement on the grade level of the higher rated classification which is equivalent to a 3% increase, or to the minimum salary range for that grade, whichever is greater.~~
- ~~Promotion to a higher vacant position: Pursuant to the established application procedures, any employee who is selected to fill a vacant position with a higher grade level will~~

~~receive a pay increase by placement on the grade level of the higher rated position, which is equivalent to a 3% increase, or to the minimum salary range for that grade, whichever is greater.~~

~~The promotion will utilize the recruiting process as outlined in this Handbook, with exceptions permissible under the authority of the Operations and Support Services Director (EEO Officer), in consultation with the District Administrator.~~

- ~~a. Abolition of Current Position. The District Administrator or Board of Managers may abolish a position and promote an employee into a similar, more responsible, position within the District. In this instance, the procedures for filling a vacant position need not be followed.~~
- ~~b. Internal Promotion. Program Managers may recommend to the District Administrator that an opening within their department be filled by an internal promotion of another individual currently employed by the District, without external posting of the position. Such promotional opportunities shall be publicly posted within the District office for a minimum of three days and all applicants meeting the minimum qualifications shall be interviewed prior to a hiring recommendation.~~

New Language

H. Change in Employment Status

2. Promotions

It is the practice of MCWD to encourage promotion of employees from within the organization. Promoted employees will retain all accrued benefits.

- a. Abolition of Current Position. The District Administrator or Board of Managers may abolish a position and promote an employee into a similar, more responsible, position within the District. In this instance, the procedures for filling a vacant position need not be followed.
- b. Internal Promotion. Program Managers may recommend to the District Administrator that an opening within their department be filled by an internal promotion of another individual currently employed by the District, without external posting of the position. Such promotional opportunities shall be publicly posted within the District office for a minimum of three days and all applicants meeting the minimum qualifications shall be interviewed prior to a hiring recommendation.

Change 3 – Time Records

Current Language

Section V. Salary and Wage Administration

D. Time Records

All non-exempt employees are required to record their time worked on a time sheet, which are then used to calculate payroll and fulfill record-keeping requirements. Exempt employees are required to complete Time Off Requests only. Time records for all employees must be approved by the immediate Director and submitted to the Operations and Support Services Director or designee in accordance with the payroll schedule.

Employees are individually responsible for accurately recording time worked. No one may record hours worked on another's time sheet. Tampering with another's time record or falsifying your own record is cause for disciplinary action, up to and including termination.

Red Line Language

D. Time Records

All ~~non-exempt~~ employees are required to record their time worked on a time sheet, which ~~is~~are then used to calculate payroll and fulfill record-keeping requirements. ~~Exempt employees are required to complete Time Off Requests only.~~ Time records for all employees must be approved by the immediate ~~Director~~supervisor and submitted to the ~~Operations and Support Services Director~~Operations Manager or designee in accordance with the payroll schedule.

Employees are individually responsible for accurately recording time worked. No one may record hours worked on another's time sheet. Tampering with another's time record or falsifying your own record is cause for disciplinary action, up to and including termination.

New Language

D. Time Records

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Employees are individually responsible for accurately recording time worked. No one may record hours worked on another's time sheet. Tampering with another's time record or falsifying your own record is cause for disciplinary action, up to and including termination.