



RESOLUTION NUMBER 2025-09
A RESOLUTION ESTABLISHING AND CREATING A UNION COUNTY TIMEKEEPING
POLICY

WHEREAS, Union County will be implementing an electronic time records management system and transitioning away from paper timesheets; and,

WHEREAS, accurate timekeeping and reporting are vital to ensure proper and timely payment of wages earned to employees, and;

WHEREAS, accurate timekeeping and reporting are vital to ensure proper use of taxpayer provided funds.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of County Commissioners of Union County does hereby adopt the attached Timekeeping Policy, and;

BE IT FURTHER RESOLVED, that all Elected Officials, Department Heads, and County Employees shall adhere to this policy and work to resolve any timekeeping and reporting issues.

UNION COUNTY TIMEKEEPING POLICY

Timesheets and timekeeping records should represent an accurate and true report of hours worked and hours taken in accordance with the Union County Personnel Policy.

A. Methods for reporting time

The terms “clock in”, “punch in”, and “swipe in” or out all have the same meaning. Non-exempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each lunch period. They must also record the beginning and ending time of any split schedule from work for personal reasons.

It is the employee’s responsibility to approve his or her own time record to certify the accuracy of all time recorded. The supervisor for the department will review and then approve the time record before submitting it for payroll processing. In the event of an error in reporting time, the employee must immediately report the problem to the department supervisor in writing, stating the date of the error and the error itself. The Supervisor will sign off on the approval of the needed change. This will then be sent to the payroll administrator to be corrected during the next pay period.

B. Clocking In and Out by Employees

Employees are required to clock in at the start of the workday and clock out at the end of the workday. Employees are expected to arrive and to depart on schedule. An employee is considered tardy when he or she clocks in after his or her start time. Similarly, an employee leaves early when he or she clocks out prior to the end of the workday without permission from his or her supervisor.

The Seven Minute Rule – FLSA Compliance

Union County tracks work time in 15-minute increments, the cutoff point for rounding down is 7 full minutes. If an employee works at least 7 full minutes, but less than 8 minutes, the county can round the number down to the nearest 15 minutes.

1. Employees should not clock in more than 7 minutes before their scheduled shift time unless authorized in advanced by the elected official, department head, and/or County Manager.
2. Employees clocking in 7 or more minutes after the start of their scheduled start time will be recorded as tardy, unless the supervisor has approved the late arrival.
3. Employees clocking out 7 or more minutes before the end of their scheduled shift time shall be recorded leaving early, unless authorized to do so by a supervisor.
4. Employees should not clock out later than 7 minutes after the end of their work schedule, unless authorized by their supervisor.
5. Employees leaving work for any reason during the scheduled shift must clock out when leaving the department, and clock in when they return.
6. Unless a department is utilizing an automatic lunch deduction, employees must clock out for their designated lunch time.
7. Employees assigned to the field, who are unable to clock in due to duty assignments, will notify the Supervisor of their clock in/out time.



C. Time Clocks and Failure to Clock in/out

Employees are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

1. Failure to clock in/out on their designated time clock at the beginning and/or end of the assigned shift.
2. Failure to clock in/out on their designated time clock for the meal break, unless meal break is automatically built into an employee's schedule.
3. Failure to accurately and timely report time worked.
4. Clocking in/out early (or late) of assigned schedule without prior supervisory approval.

D. Other requirements include:

1. It shall be each employee's responsibility to ensure that all time records are completed, approved and all supporting documents are completed for submittal on time.
2. Only in extenuating circumstances will time records be accepted by Administration without an employee's submitted approval.
3. Discrepancies shall be followed up with the employee's immediate supervisor or following Chain of Command. Discrepancies shall be addressed and corrected during the next pay period.

E. In the event an employee fails to clock in or out at any time during their scheduled time, he or she must complete a Missed Punch Form and submit it to his or her supervisor. Failure to clock in or out as directed more than once a week or a pattern of failing to clock in and out on a regular basis will be subject to disciplinary action.

F. Employees who do not submit their time by the deadline will not be paid until the following pay period. Partially completed records will only be compensated for the hours shown until the next pay period.

G. Instructions for Correcting Payroll Errors

If a mistake is made after reporting time and not realized until after the payroll process has been completed the following procedure will be followed:

1. The employee will write a memo to the department director stating the employee's name, employee number, date of the error, and description of the error.
2. The Elected Official/Department Head will sign the memo approving the needed correction.
3. The Elected Official/Department Head will then notify the Payroll Administrator of the error.

H. Department Notification

1. Employees are expected to follow departmental procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their supervisor their need to arrive early or leave early from their scheduled work time.
2. An employee who fails to call in and report to work as scheduled for three consecutively scheduled work days will be viewed as having abandoned their position and employment will be considered as having voluntarily resigned their position. The supervisor will consult with the Human Resources Officer if this situation occurs.

I. Time Keeping Problems

1. If an employee is unable to clock in and out due to a machine malfunction, **IT IS THE EMPLOYEE'S RESPONSIBILITY TO IMMEDIATELY INFORM HIS OR HER SUPERVISOR IF THE MACHINE MALFUNCTIONS.**
2. The supervisor will manually clock in or out the employee. The supervisor will submit a Missed Punch Form signed by the employee and the supervisor.
3. The manual punch will then be included with the employee's time keeping record.
4. If the supervisor cannot be contacted, it is permissible to inform the next Chain of Command.

J. Supervisor Responsibilities

1. It is the department head's responsibility to determine the appropriate schedule for the employees under their supervision. Department heads may allow employees to flex their hours within the same work week while still working an employee's 40 hours.
2. The department head will ensure all employee leave is recorded and the base pay hours are correct (i.e 80 hours in a two-week period).
3. It is the responsibility of the department head to ensure that all time sheets are correctly completed by all personnel prior to 9:00 AM on the Monday of a payroll week.
4. All entries in the system must be finalized by 10:00 AM on Monday for payroll processing.
5. Each department shall submit bi-weekly time records for all employees to the Payroll Department no later than 10:00 AM following the close of that payroll period.

K. Falsification and Tampering

The following are considered serious offenses. Due to the severity of the infractions, all employees involved will be subject to immediate disciplinary action, up to and including termination:

1. Attempting to clock in or out for another employee and/or requesting that someone else clock in or out for you ("Buddy Punching").
2. Interfering with the timekeeping machine.
3. Attempting to damage or destroy the timekeeping machine.
4. Interfering with another employee's use of the timekeeping machine.
5. Altering timekeeping data without authorization.
6. Being in possession of another employee's login information at any time.
7. Falsifying records of any kind or approving falsified records.

L. Disciplinary Process



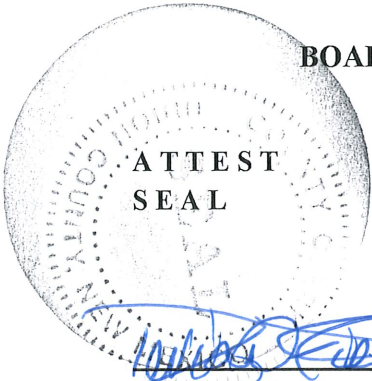
1. Supervisors shall monitor their employee's attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner. If supervisors notice a pattern of unscheduled usage or accrued time off, they should discuss the concern with the employee and Human Resources.
2. All discipline must be administered pursuant to the County's Personnel Policy.

M. Effective Date

The effective date of this policy shall be upon the implementation of the Time and Attendance Software Program. The County Manager shall provide notice of the effective date to all employees.

PASSED, APPROVED AND ADOPTED this 9th day of July, 2024.

BOARD OF COUNTY COMMISSIONERS OF UNION COUNTY, NEW MEXICO



County Clerk

By:

Chairman

Member

Member