

**The Evergreen State College**  
Timekeeping Procedures  
Effective July 1, 2009

**OVERVIEW**

These Timekeeping Procedures working in conjuncture with the established Leave System Procedures are for all overtime eligible regular employees who are paid for hours worked as required by the Fair Labor Standards Act, the Collective Bargaining Agreement and Washington State Regulations and for staff and faculty that supervise these employees.

**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”. The FLSA provides that employees not exempt from the FLSA working on a fixed regular schedule work week 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 Agreement (CBA) states that employees will accurately report time worked in accordance with a positive time reporting process as determined by the employer. The CBA 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 CBA 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.

**Note:** Work week will mean work period for Law Enforcement employees throughout this procedure.

**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, overtime eligible regular employees will use the College’s online Time System to report and certify their hours worked including additional compensations. For each work week, 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 must be approved by supervisors. Schedule adjustments may not be made outside of the work week. Employees will accurately record the approved schedule adjustments.

When a Holiday falls on the employee's scheduled day off the Employer will provide an alternate day off within the same work week in accordance with the Collective Bargaining Agreement. Employees will accurately report the alternate day off in the Time System.

Employees will certify each work week no later than the second day of the following work week 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, supervisors are responsible for certifying the specific start times, hours worked, shift premium, callback and standby each day during the work week for each employee supervised. Supervisors are expected to make changes to the information in the employee's work week 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 grant overtime / compensatory time in accordance with the Collective Bargaining Agreement.

For all temporary and permanent schedule changes occurring outside of any given work week, supervisors will ensure that a Work Schedule / Shift Change Notice form is completed and submitted to the Human Resource Services office at least 21 days prior to the day that the proposed change is to go into effect. The proposed change must be approved by Human Resource Services prior to implementing any schedule changes.

Supervisors will review for accuracy and certify the work week for each employee that they supervise no later than the third day of the following work week. When a supervisor is unable to certify the work week that person's supervisor will certify each employee's information in their place.

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.

### **Human Resource Services / Internal Auditor Responsibility**

Human Resource Services (HRS) and the Internal Auditor will periodically review supervisor and employee Time System records for compliance with the Fair Labor Standards Act, Collective Bargaining Agreement, state regulations and the college's Timekeeping procedures.

HRS will:

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

## **RESOURCES**

- <http://www.my.evergreen.edu/>
- Human Resource Services website: <http://www.evergreen.edu/employment/staffjobs.htm>
- Collective Bargaining Agreement available in the Human Resource Services office and online: <http://www.evergreen.edu/employment/unioncontract.htm>
- Leave System Procedure available online: <http://www.evergreen.edu/employment/forms/home.htm>

## **CONCLUSION**

Contact HRS for clarification regarding any of the above information. To request disability accommodation, call HRS at (360) 867-5361 (voice), (360) 867-6834 (TTY), email your request to the Human Resources DL through the college's global e-mail listing or visit the HRS office in the Library Building room 3102.