



RENSSELAER COUNTY

BUREAU OF HUMAN RESOURCES

Steven F. McLaughlin
County Executive

Erik F. Rabe, Jr.
Director

TIME AND ATTENDANCE POLICY

Purpose and Scope

The following is an employee time and attendance policy. The policy addresses Business Hours/Workweek/Working hours, Attendance and Punctuality, Reporting Absences, meal and rest breaks, timekeeping, and employee complaint procedures. Managers responsible for time and attendance must also consult applicable collective bargaining agreements. This policy is applicable to all employees compensated by Rensselaer County.

Administration of This Policy

The Human Resources Department ("HR Department") is responsible for the administration of this Policy. If you have any questions about this Policy, please contact Erik Rabe, Director of Human Resources or Kristin Bertrand, Deputy Director of Human Resources.

Subject to Change

The County expressly reserves the right to change, modify, or delete the provisions of this Time and Attendance Policy without notice; except where provisions of a collective bargaining agreement are mandatory subjects of negotiations.

Categories of Employment

Rensselaer County also assigns each employee to one of the following categories of employment:

Regular Full-Time Employees: Regular full-time employees are normally scheduled to work at least [40/35] hours per workweek, except for approved time off.

Less Than Full-Time Employees: Less than full-time employees are normally scheduled to work 17.5 or more hours in a 35-hour workweek or 20 or more hours in a 40-hour workweek, except for approved time off.

Regular Part-Time Employees: Regular part-time employees are normally scheduled to work less than 17.5 hours in a 35-hour workweek or less than 20 hours in a 40-hour workweek. Part-time employees are not eligible for most Rensselaer County benefits.

Temporary Employees: Temporary employees are generally hired on a temporary or project-specific basis, either full- or part-time hours.



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Attendance and Punctuality

Rensselaer County depends upon the regular attendance of its employees. Employees must report to work on time and be ready to start employment at the beginning of their shift. Your supervisor will be as helpful as possible when illness occurs. If you are absent for more than three consecutive days, a statement from your physician may be required.

A pattern of sporadic absences may result in an inquiry from your supervisor, who may require substantiation of the illness in each case.

Tardiness and unexcused or sporadic absences may lead to disciplinary action up to and including termination of employment.

Employees are not paid for personal absences during their first six months of employment. Sick time accruals may be used in accordance with any requirements of the respective collective bargaining agreement.

Business Hours, Workweek, and Work Hours

Several Rensselaer County departments/operations are 24/7, continuous operations; for all other personnel, Rensselaer County's workweek begins on Monday and ends on Friday, and our normal business hours are from 9:00AM to 5:00PM, Monday to Friday.

Full-time employees are expected to work eight (8) hours each workday in a 40-hour workweek and seven (7) hours each workday in a 35-hour workweek, five (5) days each workweek, exclusive of meal/lunch breaks for 35-hour workweek employees and rest periods for all employees. Employees may be required to come in early, work late, or work overtime hours from time to time, depending on various factors, such as workloads, staffing needs, and special projects.

Employees will receive their specific work schedule from their manager or supervisor. If you have any questions about your work schedule, you should speak with your manager or supervisor to avoid any misunderstanding.

Alternative Working Schedules; Department heads may select working hours for their employees outside the normal County hours. That schedule will begin at any time 15-minute interval between the hours of 7:00AM and 10:00AM. The working day will conclude at any 15-minute interval between the hours of 3:00PM and 6:00PM. All full-time employees are expected to work eight (8) hours each workday in a 40-hour workweek and seven (7) hours each workday in a 35-hour workweek, five (5) days each workweek. Department Heads and



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employees must ensure any modifications of working schedules is in accordance with any requirements of the respective collective bargaining agreement.

Employees cannot change their scheduled hours without approval from their Department Head. Changes must be submitted in writing to their Department Head no later than 2 pay periods before the employee starts their new work schedule. The same working hours must be selected for the and adhered to from that point forward. Change of schedule form can be found in appendix 1.

Each employee is required to adhere to his/her selected schedule on a daily basis. Instances of lateness must still be charged in the routine manner. For instance, time late in the morning cannot be made up by working beyond the scheduled working hours in the afternoon.

Compressed workweeks where employees work more than seven (7) or eight (8) hours each workday must be approved by the County Executive (or anyone given by direction authority from the County Executive) via the respective Department head for the individual employee(s).

Employees are required to record all hours worked, including any hours worked outside of their normal schedule. For more information, please see the Timekeeping section of this Policy.

Employees must have permission from their supervisor before working overtime. For more information, please see the Overtime section of this Policy.

Employees are not permitted to account for time "worked" outside of their approved work schedule without the express written consent from their Department Head. Employees must have approval from their Department Head to modify work schedules based on work that may take place outside of their normal work schedules before making any changes. These changes are to be an "as needed" exception, and not the rule. For example, employees cannot come into work late on a day following an incident that required them to "work" outside their normal schedule to account for the extra time they worked before/after their approved work schedule.

Reporting Absences

If you are going to be out all day or will be in late, you must notify your supervisor or designee within one hour of your scheduled start time, or as soon as possible. If you experience difficulty reaching your supervisor, contact Human Resources for assistance. If you are absent for three consecutive days without reporting, it will be understood that you have voluntarily resigned.



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Timekeeping

To ensure that Rensselaer County has complete and accurate time records and that employees are paid for all hours worked, employees are required to record all working time. Employees must record their time using [a/an] Rensselaer County time card/time sheet (new employees/case by case scenarios)/Kronos time clocks/Mobile Check-in via Kronos app or Kronos Website /Computer based Check-in via Kronos Website. Employees should record on a daily basis all actual time worked, including the starting and stopping times of each workday, and all time away from work, including the starting and stopping times of unpaid [meal/lunch] periods [and sick leave, vacation days, and company holidays]. Your supervisor will review your time entries and ask you to verify them at the end of each pay period.

Employees must make/report corrections to their time entries as soon as possible using Rensselaer County's Time Entry Correction Form/Kronos System.

Management Confidential employees are also required to record all working time by using [a/an] Rensselaer County time card/time sheet (new employees/case by case scenarios)/Kronos time clocks/Mobile Check-in via Kronos app or Kronos Website /Computer based Check-in via Kronos Website. Elected Officials, Department Heads and Deputy Department Heads time records will be automatically accounted for in the Kronos system and will not require daily recording of time.

Falsifying time entries, including by working "off the clock," is strictly prohibited. If you falsify your time entries or work off the clock, you will be subject to discipline, up to and including termination. You must immediately report to the Human Resources Department any supervisor or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock. For information on how to report a supervisor or manager, please see the Employee Complaint Procedure section of this Policy.

Meal/Lunch and Rest Periods

Employees will be provided with 30 or 60 minutes for a lunch break, referred to as "the noonday meal period". The noonday meal period is recognized as extending from 11:00 am to 2:00 pm.

Employees working for a period or shift starting before 11:00 am and continuing later than 7:00 pm shall be allowed an additional meal period of at least 20 minutes between 5:00 pm and 7:00 pm.



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Every person employed for a period or shift of more than 6 hours starting between the hours of 1:00 pm and 6:00 am, shall be allowed at least 45 minutes for a meal period at a time midway between the beginning and end of the shift.

The County of Rensselaer allows its employees a ten (10) minute rest period during each half shift of not less than 3 1/2 to 4 hours. The policy of rest periods is based on the assumption that employee morale and efficiency will be increased if there is an opportunity to have a rest break. Rest periods or coffee breaks are not automatic. This rest break is subject to the rules and procedures as prescribed in each Department or as otherwise provided by applicable collective bargaining agreement. Such rest periods are allowable only when the workload of the Department permits.

All employees must take lunch and record all starting and stopping times of meal/lunch breaks on their time sheet/clock in and out for their meal/lunch breaks. Lunch breaks/meal breaks do not count as hours worked for nonexempt employees and are unpaid for all employees who work seven (7) hours each workday in a 35-hour workweek. Rest periods of less than 10 minutes are counted as working time and must be paid for those periods.

Supervisors and managers are prohibited from requiring or encouraging employees to perform work during unpaid meal/lunch/or rest breaks. Employees must immediately report to the Human Resources Department any supervisor or manager who encourages or requires employees to perform work during unpaid period, including, but not limited to meal/lunch breaks. For information on how to report a supervisor or manager, please see the Employee Complaint Procedure section of this Policy.

Any employee who performs work during their meal/lunch break must punch back in before performing the work/correct their time entries to record the time spent working during their meal/lunch break using Rensselaer's Time Entry Rensselaer County time card/time sheet (new employees/case by case scenarios)/Kronos time clocks/Mobile Check-in via Kronos app or Kronos Website /Computer based Check-in via Kronos Website and notify their supervisor or manager so the appropriate time-entry adjustment can be made.

Employees are not authorized to work through their lunch to reduce the amount of time they are at work in a given day. For instance, an employee cannot come into work an hour late and work 7 straight hours with no lunch and leave at their normal time. Any employees who do not take meal/lunch or rest breaks as required, take unauthorized meal/lunch or rest breaks, or take longer meal/lunch or rest breaks than permitted, may be subject to discipline, up to and including termination.



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One Employee Shift

In some instances where only one person is on duty or is the only one in a specific occupation, it is customary for the employee to eat on the job without being relieved. This will be permitted only with approval from the applicable Department Head and Human Resources and only if the employee voluntarily consents to the arrangements. However, an uninterrupted meal period must be afforded to every employee who requests this break.

Employee Complaint Procedure

If you believe there are any errors in your time and attendance, or that your pay does not properly compensate you for all hours worked, including overtime hours, off-the-clock work, and work performed during lunch/meal breaks, you must immediately report your concerns to your manager or to the Department of Human Resources. Rensselaer County will promptly investigate all reported complaints. If appropriate, Rensselaer County will take corrective action as soon as practicable, including reimbursing any improper pay deductions.

Rensselaer County prohibits and will not tolerate retaliation against any employee because that employee filed a good faith complaint under this Policy. Specifically, no one will be denied employment, promotion, or any other benefit of employment or be subjected to any adverse employment action based on their good faith complaint. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because they exercised their rights under this Policy or applicable law. If you believe you have been the victim of retaliation in violation of this Policy, report your concerns immediately to your manager or the Department of Human Resources.

Administration of This Policy

The Human Resources Department is responsible for the administration of this Time and Attendance Policy. If you have any questions regarding this Policy or if you have questions about attendance, punctuality, or timekeeping practices that are not addressed in this Policy, please contact the Department of Human Resources.

Any employee who abuses this Policy will be subject to disciplinary action, up to and including termination of employment.



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Employees Covered Under a Collective Bargaining Agreement

The employment terms set out in this Policy work in conjunction with, and do not necessarily replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement. Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this Policy differ from the terms expressed in the applicable collective bargaining agreement with Rensselaer County, employees should refer to the specific terms of the collective bargaining agreement, which will control.



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Acknowledgment of Receipt and Review

I acknowledge that on _____ (date), I received a copy of Rensselaer County's **TIME AND ATTENDANCE POLICY** and that I read it, understood it, and agree to comply with it. I understand that Rensselaer County has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this Policy at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this Policy. Changes can only be made if approved in writing by the Director of Human Resources of Rensselaer County. I also understand that any delay or failure by Rensselaer County to enforce any work policy or rule will not constitute a waiver of Rensselaer County's right to do so in the future. I understand that neither this Policy nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized Rensselaer County representative, I am employed at will and this Policy does not modify my employment status.

Employee's Signature

Employee's Printed Name

Date]



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APPENDIX 1

REQUEST FOR CHANGE TO SCHEDULE



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REQUEST FOR CHANGE TO SCHEDULE

NAME: _____

POSITION: _____

DEPT: _____

TODAY'S DATE: _____

(DD/MM/YYYY)

I am requesting the following change to my work schedule:

NAME	SCHEDULED SHIFT (with Date (DD/MM/YYYY))	NEW SHIFT (with Date) (with Date (DD/MM/YYYY))

Employee Requesting Change Signature

Request Approved

Request Denied

Comment:

Department Heads Signature