

INTRODUCTION

To standardize accounting procedures and to assure that each employee receives proper compensation for hours worked, the City of Taft requires that each employee submit a bi-weekly time card indicating the total number of hours worked during the payroll period.

Time cards shall require approval by the employee's immediate supervisor or by the appropriate Department Head and shall be submitted to the Finance Department by noon Monday following conclusion of the payroll period.

POLICY

1. All employees of the City of Taft shall record hours worked by completing a time card supplied by the Finance Department at the conclusion of each payroll period.
2. At the conclusion of each payroll period, the employee shall sign the time card indicating that the hours recorded thereon represent true hours worked during that period.
3. After signing the time card, employees shall submit their time card to their immediate supervisor for concurrence.
4. After verifying the total number of hours worked for each employee, the immediate supervisor shall sign the employee's time card to indicate approval of and agreement with hours worked as indicated by the employee.
5. Should an employee's immediate supervisor disagree with the number of hours worked as indicated by the employee, the supervisor shall question the employee concerning the discrepancy.
6. Should such discrepancy be unresolved by the immediate supervisor and the individual employee, the immediate supervisor shall refuse to approve the employee's time card and shall submit such time card to the appropriate department head for review and final disposition.
7. Employees shall be paid only for those hours recorded on an approved time card. Hours so recorded shall include sick leave, vacation, jury duty, holiday pay, military leave of absence, or other paid leave of absence hours granted in accordance with the Personnel Policies and Procedures of the City of Taft and Section 4850 of the Labor Code as it pertains to Public Safety employees including sworn officers of the Taft Police and Fire Departments.

8. Employees shall receive overtime compensation for approved overtime reported on the employees time card subject to provisions of the Personnel Policies and Procedures of the City of Taft and individual Memorandums of Understanding as may be appropriate.
9. Should an employee be unable to submit a time card due to illness, vacation or other absence granted in accordance with the Personnel Policies of the City of Taft and/or individual Memorandums of Understanding, the employee's immediate supervisor or the appropriate department head may submit an approved time card reflecting the employee's payroll status on behalf of the absent employee.
10. Employees failing to observe the time keeping procedures specified in this policy shall be subject to disciplinary action in accordance with provisions of the City's Employee Discipline Policy.