

Timekeeping Standards Under The Fair Labor Standards Act

Number: E-5

Revision:

Revision Date: 01/01/2016

1.0 POLICY

Town of Carolina Beach non-exempt employees will keep a record of all time worked as required by the Fair Labor Standards Act (FLSA).

2.0 PURPOSE

The purpose of time cards is to provide a means for all employees, covered by the Fair Labor Standards Act (FLSA), to record their actual time worked. For bi-weekly paid employees, time cards also serve as the primary pay document.

3.0 SCOPE

This policy applies to all non-exempt employees.

4.0 DEFINITIONS

- 4.1 **FLSA** - The Fair Labor Standards Act (FLSA) is a Federal law establishing the minimum wage rate, overtime pay, recordkeeping requirements, prohibiting gender-based wage discrimination between men and women performing the same work, and child labor standards affecting full time and part-time workers in the private sector and in Federal, State, and local governments.
- 4.2 **Non-Exempt Employee** - An employee who is subject to the minimum wage, overtime and record-keeping provisions of the Fair Labor Standards Act (FLSA).
- 4.3 **Work Week** - A regular work week is a fixed and regularly recurring period of 168 hours -- seven consecutive 24-hour periods designated as the official work week for each employee. Unless otherwise designated, this period will be from 12:01 am Monday through 12:00 am (midnight) Sunday.
- 4.4 **Employee Demographic Record** - A record containing basic identification information about the employee maintained by the Human Resources Department.
- 4.5 **Time Worked Record (Time Card and Time Sheet)** - A record showing actual hours worked each work day, total hours worked each work week, paid non-work benefits (i.e., annual leave, sick leave, compensatory time used, etc.), the standard work week (starting day and time) and an indication of how overtime hours were compensated. See **Policy on Adjusting, Controlling, and Compensating for Overtime Under the FLSA**.
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5.0 ORGANIZATIONAL RULES

- 5.1 Recordkeeping Requirements - The FLSA requires specific recordkeeping requirements designed to determine an employee's eligibility for overtime compensation and if he is properly compensated when it occurs.
- 5.2 Employee demographic records will be maintained by the Human Resources Department.
- 5.3 The original Time Worked Records must be maintained in Payroll. Departments may keep copies of these records.

- 5.4 Overtime Compensation Records - If the employee was paid for overtime work, Payroll will retain the necessary records. If the employee is given appropriate compensatory time, the leave system records will reflect this form of compensation.

6.0 PROCEDURES

- 6.1 The Town will provide an approved method of recording hours worked. This record will include the employee's name and the starting day and time of the designated work week. The Town may utilize a variety of Time Worked Records including electronic time clocks, web-based systems, or paper time cards.
 - B. Time Worked Records must be completed daily by the employee. Both the employee and supervisor authorize the work record at the end of the recording period.
 - C. The supervisor will give the completed and authorized work record to the appropriate departmental employee for proofing, submittal to the Department Head for authorization to pay and final submission to Payroll for processing.

7.0 APPENDIX, APPENDICES

None