Resolution 25 - 136

Jasper County Policy: Timekeeping Policy

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and State laws require the County to keep an accurate record of time worked to calculate employee pay and benefits. Time worked, is all time spent on the job performing assigned duties.

Nonexempt employees must accurately record the hours they work, as well as any departure from work for personal reasons. Overtime work must always be approved before it is performed.

It is the nonexempt employee's responsibility to sign their time sheets to certify the accuracy of the time recorded. Their immediate supervisor or an authorized designee reviews and approves all time sheets before submission to payroll for payment process. In addition, if corrections or modifications are made to the time record, both the employee and their immediate supervisor should verify the accuracy of the change. It is recommended that the supervisor initial any change to the timesheet.

Examples of Time Theft: rounding start or end times, time sheet fraud, falsifying hours or work times, extended break times, unauthorized breaks, failure to document personal use time (vacation, sick, comp time, etc.), and unauthorized overtime. This list is not to be all conclusive, but to provide a broad range of violations.

Altering, falsifying, tampering with time records, or recording time on another employee's time sheet may result in disciplinary action, up to and including termination on the first infraction.

*This practice will not be tolerated.

Resolution adopted this 9th day of September 2025

Brandon Talsma, Chairman

Attest:

enna Jennings, Auditor

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