

*Kingman County
Kansas
Personnel Policy Manual*

Policy# 9
Time and Pay Procedures

Commission Approval
Date: 9-26-2016

9 Time and Pay Procedures

- 9.1 Kingman County has one biweekly pay cycle. Biweekly payroll is paid every other Friday.
- 9.2 Employees have the option of receiving their earnings by check or by direct deposit into a bank of the employee's choice. Paychecks or direct deposit stubs are distributed by the Kingman County Clerk's Office. The Clerk's Office requires all employees to complete a "Consent to Release Pay Check / Pay Stub Form" listing relationships that are given permission to pick up checks / stubs if ever required.

Responsibilities

- 9.3 The county clerk's office is responsible for prompt payment and for deductions and withholdings. Employees are responsible for requesting in writing the deductions and payment method. Employees must request and complete the appropriate form authorizing deductions and the payment method. Deductions mandated by state and federal governments will automatically be performed. The employee must keep the Clerk's office informed of any changes in deductions, changes in employee's name or employee address, without delay. This will reduce problems and ensure prompt receipt of W-2's and other important information dispersed from the County. Pay checks will be given only to the employee unless the employee has made arrangements with the Clerk's office prior to the pay date.
- 9.4 Each employee is responsible for keeping accurate count of all their work time for the Payroll Clerk. (This includes all non-elect salary exempt employees.) The department will furnish a time sheet or a time clock card to be used by the employee. The department will provide the employee with a work schedule. The specified work schedule must be followed by non-exempt employees. Non-exempt employees are required to be clocked in and ready to start work at the scheduled start time. Employees are not to clock in or start work before their scheduled time or work past their scheduled time without authorization. If an employee is unsure or has a question about their schedule, start or finish times, they should contact their department head.

Paycheck errors

- 9.5 Kingman County takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. Employees are encouraged to review their pay deductions after each check is issued. In the unlikely event that there is an error in the amount of pay, the employee must report the error to the Clerk's office immediately. If the error affects the pay amount the under-payment will be added to the next paycheck; the over-payment will be deducted from the next paycheck. At the Payroll Clerk's discretion, underpayments may be paid within two (2) working days.

Payroll deductions, garnishments, and court orders

- 9.6 The law requires that the employer make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The employer also must deduct Social Security / Medicare "wage base." The employer matches the amount of Social Security / Medicare taxes paid by each employee. The employer also must deduct KPERS (Kansas Public Employees Retirement System) pursuant to state law (K.S.A. 74-4901).
- Only organizations (pertaining to deductions other than garnishments and court-orders) that are approved by the Kingman County Commissioners will be allowed. A list of benefits that are allowed in payroll deduction may be obtained from the Clerk's office. The County is subject to receipt of wage garnishments or court orders for payroll deduction of legally mandated debt obligations. Garnishments are applied to the wages earned in the pay period during which garnishment summonses are served.

Work Period

- 9.7 The regular work period for civilian employees is seven (7) days and shall consist of forty (40) hours. The work period shall begin at 12:01 a.m. Sunday and end at 12:00 midnight the following Saturday.

Sheriff Office - The work period for sworn employees is fourteen (14) days and shall consist of eighty (80) hours. The work period shall begin at 12:01 a.m. on Sunday, the same starting date as the pay cycle and ending at 12:00 midnight Saturday, 2 weeks later.

Overtime

- 9.8 The provisions of this policy shall apply equally to all employees of the County not otherwise exempted in this policy or by State or Federal Law. For the purposes of this policy, "Hours worked" shall include all time the employee is required to be on duty or at a prescribed work place, or is approved and authorized to work. "Hours worked" shall also include time spent in job related training or training required by the employer. Holiday time, personal day leave time, and paid vacation time count towards "Hours worked". Employees will be required to show separately "Hours worked" and Holiday time and paid vacation time on their timesheets or timecards. "Hours worked" shall not include compensated sick leave, funeral leave, building closings, doctor's leave, uncompensated time off, or any other form of compensated or uncompensated time that is not mentioned in this policy or elsewhere.
- 9.9 Department Heads/supervisors may authorize on-the-spot overtime and have the responsibility to approve after-the-fact overtime to meet the needs of internal and external customers and to meet the needs of a department for special projects or circumstances.

Sheriff Office – Scheduling of overtime will only be by the Sheriff or designee. This must be approved before the schedule is finalized. Emergency or call out overtime because of the operation in the Sheriff Office there will be times that obtaining approval for overtime is not feasible. The employee who works such overtime will give the Sheriff written notice the next working day of the circumstances.

- 9.10 For the purpose of computing the hourly rate for an employee otherwise on a monthly salary schedule, the full time monthly rate shall be divided by 173.3.
- 9.11 County employees who are salaried exempt shall not be granted overtime, unless expressly approved by the County Commissioners, or they qualify for the revised FSLA regulations as described in policy 18.4 (Flexible / Comp Time Schedules.)
- 9.12 Any non-exempt employee who works in excess of 40 hours in a work week shall be paid at the regular rate of one and one-half times regular pay for any time worked in excess of 40 hours in that work week. No employee shall be granted overtime except when specifically authorized by the department head. Approved, earned overtime shall be paid at time-and-one-half time for the hours worked in excess of forty (40) hours in the workweek. Unless otherwise established, an employee's work day is eight (8) hours in duration. Some alternate work day schedules have been established to meet certain work loads and requirements.

Sheriff Office – Approved earned overtime for sworn employees shall be paid time-and-one-half for the hours worked in excess of eighty (80) hours in that work-period.

Employees may not clock out and continue to perform work. All time worked is compensated. Department heads are responsible for ensuring that employees understand when they are to clock in/out, and understand that all time worked is compensated. Uncompensated time worked, for salaried non-exempt ("hourly") employees is not permitted and is in direct violation of the Fair Labor Standards Act (FLSA).

Department heads/supervisors may utilize comp time and/or flex time per Kingman County Personnel Policy #18 to best meet both production and budgetary considerations.

Time Clocks

- 9.15 All non-exempt (hourly) employees will use the time clock to document their work time. (The use of timesheets may be substituted with approval by the County Commissioners.) All employees are to follow the schedule for "normal" working hours except when training time constraints or other temporary scheduling changes are necessary. All such temporary schedule changes must be approved in advance by the Department Head. Employees are expected to work their full shift and clock out at the end of the shift. Each County building can elect to have time clocks set to either actual clock in and out times or use a 7-minute "rounding" policy to the nearest (15) minute increments. Employee may not clock in before the allowed "grace" period provided by the time clock and the employee is not to start working until the normal scheduled work time starts. Employees are required to be at work on time and abuse may lead to disciplinary action up to and including termination.
- 9.16 Employees must clock themselves in/out. They may not clock in /out for any other employee under any circumstance. Employees found clocking in /out for another employee will lead to disciplinary action up to and including termination.