

## **ORDINANCE # O-27-2017**

### **AN ORDINANCE TO EDIT SECTION 4.1 OF AND TO ADD SECTION 4.6 TO THE POLICIES AND PROCEDURES MANUAL; ESTABLISHING AN EMERGENCY**

WHEREAS, the Village Council for the Village of Bolivar wishes to amend Section 4.1 of the Policies and Procedures Manual regarding the policies for use of the time clock by Village employees and to add a Section 4.6 regarding Accuracy of Timekeeping;

WHEREAS, the Village Council of the Village of Bolivar, Ohio, wishes to amend Section 4.1 Time Clock to state:

#### **4.1 Time Clock**

All hourly employees (other than members of the Police Department) of the Village of Bolivar must clock into work when they arrive to begin work and when at the end of their workday when they leave. The hourly employees must also clock in and out when they leave for their lunch break or when the employee leaves to pursue non-Village related activities.

Pursuant to FLSA and Ohio law, a six (6) minute (1/10th of an hour) rule will be applied to early clock-in and/or late clock-outs. No employee may clock in more than six (6) minutes prior to the scheduled start time for their shift. Additionally, no employee may clock out more than six (6) minutes after their shift ends. This 6 minute requirement applies to all non-exempt employees, including police officers when tracking their time.

If an employee violates the six (6) minute requirement, disciplinary action for the same or different offenses shall progress in the following manner:

1. Verbal warning. First-time offenders will be given a warning which will be recorded in their personnel file and will be subject to spot checks regarding timekeeping subsequent to the infraction.
2. Written reprimand. Formal notification in writing to employee that he/she has violated a rule and/or regulation.
3. Suspension. Loss of work and wages for a specific number of hours or days, but not for more than one work week, depending on the severity of the offense. Notice of suspension is provided to the employee in writing.
4. Discharge. The employer/employee relationship is severed.

WHEREAS, the Village Council of the Village of Bolivar, Ohio, wishes to add Section 4.6 Accuracy of Timekeeping to state:

All hours must be accurately recorded by the employee. Each employee is to:

- Maintain an accurate daily record on his or her time record of hours worked. All absences from work schedules should be appropriately recorded and coded (overhead codes). Entries should be made daily.
- Obtain approval for any overtime to be made in the workweek.

- Sign and submit the completed time record in the format required (electronic or paper) in the time period required for approval.

It is vitally important that each employee keep an accurate record of time so that the Village can pay them for their hours work, approve flex time and overtime, and have accurate records of employee performance.

Employees who are found to be offenders of this policy will be subject to disciplinary action at the discretion of the supervisors and/or the Village Council.

Disciplinary action for the same or different offenses shall progress in the following manner:

1. Verbal warning. First-time offenders will be given a warning which will be recorded in their personnel file and will be subject to spot checks regarding timekeeping subsequent to the infraction.
2. Written reprimand. Formal notification in writing to employee that he/she has violated a rule and/or regulation.
3. Suspension. Loss of work and wages for a specific number of hours or days, but not for more than one work week, depending on the severity of the offense. Notice of suspension is provided to the employee in writing.
4. Discharge. The employer/employee relationship is severed.

The following offenses may be subject to disciplinary action up to and including termination upon a first offense:

1. Any attempt to tamper with the timekeeping hardware or software
2. Punching in/out for another employee
3. Interfering with another employee's use of time clocks.
4. Falsifying another employee's clocking transactions
5. Falsification by the employee of their hours actually worked or clocking transactions

Now, therefore be it ordained by the Village Council the Village of Bolivar, Ohio, as follows:

**SECTION 1.** The Village Council for the Village of Bolivar hereby amends Section 4.1 of the Policies and Procedures of the Village of Bolivar to include the aforementioned language and to add Section 4.6 as stated above.

**SECTION 2.** This Ordinance is hereby declared to be an emergency measure and its passage is immediately necessary in order to preserve, protect, and maintain health, safety and welfare of the citizens of the Village of Bolivar, Ohio, to ensure that the Village is properly in compliance with all employment regulations, and therefore the same shall be in full force and effect immediately.

**PASSED: June 5, 2017**

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**REBECCA HUBBLE, MAYOR**

**ATTEST:**

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**MARIA APP, FISCAL OFFICER**