

Utah County Human Resource Policy 2-1300: Work Week, Pay Period, and Time Entry

Purpose

This policy defines the work week, pay period, work hour accounting, and time entry obligation of Utah County employees. It is the intent of this policy and procedures to comply with the Fair Labor Standards Act (FLSA) and to establish consistency and efficiency in operations in relation to schedules and work time expectations.

I. Policy

Utah County has a standard Work Week and Pay Period Schedule. Time entry must be accounted for in the HRIS and clock-in requirements for non-exempt employees may be modified as needed by Department Head.

II. Procedures

- A. Work Week and Pay Period. Utah County's work week begins 6:00 a.m. Saturday and ends 5:59 a.m. the following Saturday.
- B. A pay period consists of two (2) consecutive work weeks as designated by the County's pay period schedule. Pay period schedules are designated and published annually by the Office of Human Resource Management.
- C. Work Hour Accounting and Time Entry Obligation
 - 1. **Full Time, Hourly, Public.** Each full-time, FLSA non-exempt, hourly, public employee shall account for a minimum of forty (40) hours of time each work week in the Human Resource Information System (hereinafter, HRIS). Paid leave cannot be used to exceed eighty (80) hours per pay period, except in the case of an operational exigency and with the approval of the department head and the HR Director. All leave must comply with Section IX.A.
 - 2. **Full Time, Hourly, Public Safety.** Full-time, FLSA non-exempt, hourly, public-safety employees shall account for a minimum of eighty (80) hours of time each pay period in the HRIS. Paid leave cannot be used to exceed eighty-six (86) hours per pay period except in the case of an operational exigency and with the approval of the department head and the HR Director. All leave must comply with Section IX.A. Any pay period work schedule, other than eighty (80) hours, in a pay period must provide benefit to the County and have Utah County Commission endorsement. Public safety employees regularly scheduled to work greater than eighty (80) hours per pay period must account for their full scheduled work hours each pay period unless on an approved leave of absence.

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3. **Full Time, Salaried.** FLSA exempt, salaried employees, shall account for their time each pay period in the HRIS. FLSA exempt, public employees are limited from being paid more than their authorized biweekly salary rate for Utah County government service. FLSA exempt employees shall not have deductions from their pay, except as provided under federal and state law.
4. **Half-Time, Hourly.** Employees holding Career Service, ½ time positions must account for a minimum of forty (40) work hours per pay period and may not work more than twenty-five (25) hours in any workweek. Occasional exceptions may be allowed in unusual circumstances, if requested in advance by the Department Head and approved by the Director. All employees must follow the same documentation requirement defined below in Time Entry. Paid leave cannot be used to exceed forty (40) hours per pay period except in the case of an operational exigency and with the approval of the department head and HR Director. All leave must comply with Section IX.A.
5. **Three -quarter, hourly.** Employees holding Career Service ¾ time positions, must account for a minimum of sixty (60) hours per pay period, and may not work more than forty (40) hours in a work week. Occasional exceptions may be allowed in unusual circumstances, if requested in advance by the Department Head and approved by the Director. All employees must follow the same documentation requirement defined below in Time Entry. Paid leave cannot be used to exceed sixty (60) hours per pay period, except in the case of an operational exigency and with the approval of the department head and HR Director.
6. **Time Entry.** Except for elected officials and the commission office, all employees are required to account for their worked time in the HRIS by project. Hourly non-exempt employees may be required to check-in and out using the HRIS time keeping system as required by departmental needs and as designated by each department head.
7. **Mobile Time Entry.** All employees who have been designated by prior departmental approval to use the mobile time clock must designate their location and work function in the comments section for each check in and check out at remote locations as directed by department head.
8. **Audit and Review.** Reporting will be utilized to audit time entry and review compliance with this policy. All time is subject to review and audit by supervisors, Department Heads, the Office of Human Resource Management and the Commission. Employees who do not enter required comments are subject to progressive discipline in accordance with Section VII.A.

II. References

<https://www.dol.gov/whd/flsa/>