

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

PERSONNEL COMMITTEE

Lesley Overman, Chair
Steve Whittaker, Vice Chair
Will Dennis, Secretary

Shane Burton
David Thomas

Amy Yates
HR Coordinator (NVM)

JANUARY 21, 2025 | 5:00 PM | TC COURTHOUSE

Agenda

1. Open Meeting
2. Review Minutes from December 9, 2024
3. Proposed Amendments to Personnel Policy
 - A. Section V.B.8d – Holiday pay | Non-Paid Leave of Absence
 - B. Section IV.H – Payday Policy
 - C. Section IV.L – Timeclock System Policy
4. Other discussion
5. Public Comments
6. Adjourn

Item 3A. Section V.B.8d – Holiday Pay | Non-Pay Leave of Absence

Current: The employee is on a non-paid leave of absence when the holiday occurs.

Proposed: The employee is on a non-paid leave of absence:

- the day/shift before the holiday, and/or
- the day of the holiday, and/or
- the day/shift after the holiday.

The purpose of this amendment is to clarify that Holiday day will not be paid if an employee is on a Non-Paid Leave of Absence surrounding the holiday or on the holiday.

Item 3B. Section IV.H Payday

Current language still refers to paper checks. The County went to a direct deposit system in November 2021.

Replace current language with:

Purpose of the payroll policy is to establish a standardized process for employee payments through direct deposit, ensuring that all employees are paid accurately, on time, and securely.

1. **Payroll schedule.** All employees of the Hartsville/Trousdale County Government shall be paid on a bi-weekly basis. Questions about work time, salary, or paycheck should be addressed to payroll personnel within 7 days of the pay period end date.
2. **Accrued Pay.** Employees will be paid for the work completed during each payroll period. Payroll will follow a two-week accrual cycle. The accrued pay will be included in the employee's paycheck as part of their regular compensation.
3. **Direct Deposit.** All employees of the Hartsville/Trousdale County Government shall be paid using direct deposit.
 - a. Employees must complete a Direct Deposit Authorization Form and submit it to the Human Resource Department.
 - b. Employees must provide their bank name, account number, routing number, and the type of account (checking or savings). A voided check, screenshot of information, or a confirmation letter from the bank will be requested from the employee.
 - c. In the case of an employee does not have a bank account, Human Resource personnel will issue a pay card in the employee's name and provide the card to the employee.
 - d. Changes to bank account information
 - i. Employees must notify Human Resources at least five days in advance of any changes to their bank account information.
 - ii. A new Direct Deposit Authorization Form must be completed and submitted for processing. Failure to provide updated account information may result in delay of payment.
4. **Pay Statements / Check Stubs.** Employees will receive an electronic pay statement through the County's payroll portal. This statement will include detailed information about wages, deductions, and net pay. Hard copy pay statements will not be provided unless specifically requested by the employee.
5. **Payroll Errors.** If an employee identifies an error in their pay or a problem with their direct deposit, they must notify Human Resources immediately. HR will investigate the issue and make corrections as necessary.
6. **Security and Confidentiality.** The County will protect the confidentiality of all direct deposit account information and will ensure compliance with applicable data protection laws. Employees are encouraged to regularly review their bank accounts to confirm the accuracy of deposits.
7. **Compliance.** The County will ensure that all payroll practices, including direct deposit, comply with federal, state, and local labor laws.

Item 3C. Section IV.L Timeclock System Policy

ADDING LANGUAGE

L. Timeclock System Policy

1. **Purpose** The purpose of the Timeclock System is to accurately track employee working hours, ensuring compliance with applicable labor laws, payroll accuracy, and the efficient operation of the organization. This policy governs the use of the timeclock system by all County General employees.
2. **Scope** This policy applies to all employees who are paid through the County General payroll system and are therefore required to use the County's timeclock system to record their work hours.
3. **Daily Schedules**
 - a. Department Heads/Supervisors are responsible for entering employee schedules into the timeclock system.
 - b. Schedules should be entered promptly and accurately, reflecting the expected hours and shifts for each employee.
 - c. Any changes or adjustments to schedules must also be updated in the system in a timely manner.
4. **Leave Requests**
 - a. All leave requests, including but not limited to vacation, bereavement, and sick leave, must be submitted and approved through the timeclock system.
 - b. Employees are required to submit leave requests as soon as possible, and Department Heads/Supervisors must approve or deny the requests based on availability and department needs.
 - c. The leave policy must be adhered to, including minimum notice periods for various types of leave, and any absence should be reflected in the system accordingly. Any documentation to support the leave must be noted in the timeclock system and a hard copy submitted to the Human Resources office.
 - d. Once approved, leave records must be entered into the timeclock system by the Department Head/Supervisor or designated personnel, ensuring accuracy in leave balances and proper recording of time taken off.
 - e. Failure to accurately input schedules or leave data in the timeclock system may result in disciplinary action, as it affects payroll processing, compliance, and operation efficiency.
5. **Clocking In and Out:**
 - a. Employees must clock in at the beginning of their shift and clock out at the end of their shift.
 - b. Employees should also clock in and out for lunch breaks, if applicable, and any other extended breaks.
 - c. Employees should ensure they are using their personal credentials when clocking in and out. Sharing credentials or using another employee's credentials is strictly prohibited.

6. Accuracy of Time Entries:

- a. Employees must ensure the time recorded is accurate. Any discrepancies should be reported to the supervisor immediately.
- b. Employees should not clock in or out for another employee, as this can result in payroll errors.

7. Breaks and Meals

- a. Employees must clock out when taking a break or meal period that exceeds 15 minutes and clock in when returning.
- b. Breaks or meal periods that are shorter than 15 minutes may not require clocking out depending on local labor laws and County guidelines.

8. Overtime

- a. Overtime must be pre-approved by the employee's supervisor.
- b. Employees should ensure they clock out at the end of their regular shifts. Any unapproved overtime will be addressed according to the County's overtime policy.

9. Absenteeism and Tardiness

- a. Employees must notify their supervisor as soon as possible if they are unable to report to work or will be late.
- b. Tardiness or failure to clock in and out appropriately will be addressed in accordance with the County's attendance policy.

10. Timeclock Adjustments

- a. Any discrepancies, such as missed clock-ins or outs, should be reported to the supervisor or HR for adjustment.
- b. Timecard adjustments will be reviewed and made by the designated supervisor or HR personnel as needed.
- c. Employees should not attempt to adjust their own timesheets without supervisor approval.

11. Timeclock Misuse

- a. Deliberate misuse of the timeclock system, such as "buddy punching" (clocking in or out for another employee), tampering with time records, or falsifying work hours, will result in disciplinary action, up to and including termination.

12. Remote or Off-Site Work (if applicable)

- a. Employees working remotely or at off-site locations must follow the County's policy for working remotely and logging work hours through the timeclock system.
- b. Supervisors may establish specific procedures for remote timeclock use. These procedures must be on file with the Human Resources office.

13. Payroll

- a. The timeclock system is used to generate payroll data. Any discrepancies in recorded work hours must be reported to the supervisor prior to the payroll processing period.

14. Confidentiality

- a. Employees must respect the confidentiality of the timeclock data, which is considered personal and sensitive. Only authorized personnel should have access to the data.

15. Compliance

- a. The County complies with all applicable labor laws regarding time tracking, wage and hour requirements, and overtime. Employees should consult with their supervisor or HR for any clarifications regarding timekeeping rules.

16. Training and Support

- a. All employees will receive training on how to use the timeclock system effectively.
- b. Support will be available from the HR department or designated personnel for any technical issues or questions related to the timeclock system.

17. Audits, Reviews, and Updates

- a. The timeclock system will be periodically audited to ensure compliance with the policy. Any discrepancies or errors discovered will be addressed by the respective supervisor or elected official.
- b. This policy will be reviewed periodically to ensure compliance with any legal changes or organizational needs.
- c. Employees will be notified of any updates or changes to this policy.