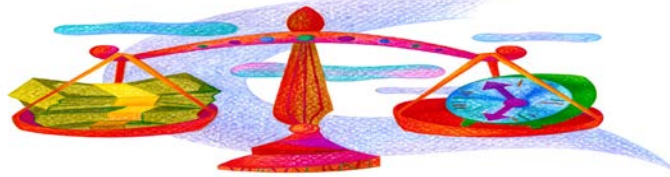


WHAT YOU NEED TO KNOW ABOUT TIME AND ATTENDANCE



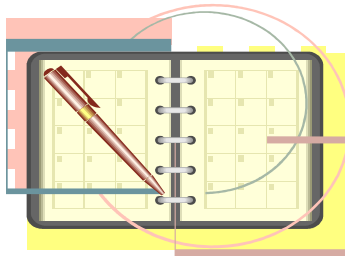
Frequently Asked Questions

- **1. Q - What's the difference between exempt and non-exempt employees?**
 - **A -** Exempt employees report their time on an exception basis. Exempt employees should only enter time in the case of an absence and are not eligible for overtime.

 - **A -** Non-exempt employees are paid by the hour and must record their time daily. Non-exempt employees **MUST** be paid overtime for any hours physically worked in excess of forty (40) hours during a work week.

- **2. Q - As an exempt employee can I be docked for working a partial day?**
 - **A -** Exempt employees must be paid if they physically **WORK** any portion of a day. The only time an exempt employee should enter time for a partial day would be in the case of Family Medical Leave, for tracking purposes.

- **3. Q - What's the County's Work Week?**
 - **A -** It is Saturday 12:00 a.m. to Friday 11:59 p.m.



- **4. Q - Can I average my time over a pay period or multiple weeks?**
 - **A -** No. Each work week stands alone.

- **5. Q - What constitutes a full-time employee?**
 - **A** - The normal work week (Saturday 12:00 a.m. to Friday 11:59 p.m.) for a County employee consists of forty (40) hours.



- **6. Q - Who should enter time records?**
 - **A** - Employees should be allowed to enter their own time into SAP, if they have access. All time entered should be accurate. Entering inaccurate time is considered falsification and may be considered fraud.



- **7. Q - Who should approve the employee's time records?**
 - **A** - Immediate supervisors should approve the time. Supervisors should not alter employee's timesheets unless reviewed and acknowledged by the employee. Approving inaccurate time is considered falsification and may be considered fraud.



- **8. Q - How important is it to record my time on the SAP timesheet?**
 - **A** - Employees must record ALL time accurately. For non-exempt employees beginning and ending time must be rounded to the nearest quarter (1/4) of an hour with any time over 7.5 minutes to be counted as a full quarter of an hour.

- **9. Q - Can I change my work schedule?**
 - **A** - Employees cannot alter their work schedule without prior approval from their supervisor. This is true for both exempt and non-exempt employees.
 - **A** - Non-exempt employees should not work overtime without prior approval from their supervisor. Non-exempt employees who fail to receive prior approval may be disciplined.

- **10. Q - As an exempt employee, can I be disciplined for time and attendance issues?**

- **A -** Yes. Employees are required to work their assigned work schedule. No employee can alter their work schedule without prior approval from their supervisor. This is true for both exempt and non-exempt employees.

- **11. Q - Is my department required to give me a meal break?**

- **A -** No. Meal breaks will be established and scheduled by your supervisor to fit the needs of the department. Meal periods for non-exempt employees should be uninterrupted, otherwise the time may be considered compensable.



- **12. Q - Is my department required to give me breaks or rest periods during my shift?**

- **A -** Tarrant County is not required to provide rest periods (breaks). However, if your department provides rest periods, they must be counted as hours worked if they last twenty (20) minutes or less. If an employee takes a rest period that lasts longer than twenty (20) minutes the time is not compensable.



- **13. Q - Can I work from home?**

- **A -** Employees should not be permitted to perform work away from the premises or assigned work area without prior approval from their supervisor. Employees should not be allowed to work from home on a regular basis. This is true for both exempt and non-exempt employees.



- **14. Q - Can my supervisor deny my leave request?**
 - A - Yes.



- **15. Q - Does the County have comp time?**
 - A - No.

- **16. Q - Does the County have flex-time?**

- A - Yes. However, flex-time is allowed ONLY in the same work week (Saturday to Friday). Flex-time cannot be “banked”.

- **17. Q - As an employee am I required to work overtime?**

- A - Employees are expected to comply with a reasonable request to work extra hours and may be subject to disciplinary action for failure to work as requested. This is true for both exempt and non-exempt employees.



- **18. Q - If I am missing work intermittently related to a health condition do I have to be on Family Medical Leave (FML)?**

- A - Yes. FML is the law it is not a choice. If absences are the result of qualifying FML events/actions, whether continuous or intermittent, employees MUST be placed on FML. Should you have questions regarding qualifying events/actions or FML please contact Sevette Garrison at either 884-1801 or srgarrison@tarrantcounty.com.



- **19. Q - As a non-exempt employee can I read and/or respond to messages from my work mobile device while at lunch or outside of my work schedule?**
 - **A -** Non-exempt employees should **not** be expected or allowed to read or respond to electronic messages or calls while on meal break or when off duty unless compensated for their time based on Fair Labor Standards Act (FLSA) guidelines.



- **20. Q - How is overtime calculated?**
 - **A -** Non-exempt employees must be paid overtime for any time physically worked in excess of forty (40) hours in a work week. Paid holidays and paid absences are not counted as time worked for overtime purposes. Discretionary paid leave may not be utilized in a manner to exceed forty (40) hours reported in a work week. Discretionary paid leave includes vacation, sick leave, inactive leave, sick pool and military leave.



If you should have any questions please do not hesitate to contact me (Robin Worthy) at either 884-1511 or rworthy@tarrantcounty.com.

