TOWN OF SUSSEX POLICY

Subject		Number
TIMESHEET PROCEDURE		WD-11
Date FEBRUARY 17, 2009	Approved by COUNCIL [X] OTHER(S) [ ]	Date MARCH 20, 1995
Signature Michael Clemmons	Date of Revision FEBRUARY 16, 2009	PAGE 1/1

1. The purpose of this policy is to ensure proper control and accounting of time worked by employees in different classifications, overtime hours, saved time and disposition of saved time.

2. The overtime worked by an employee shall be recorded by the employee with the designated management employee on the morning of the employee's next working day.

3. An employee working in different classifications shall inform the designated management employee on the morning of the employee's next working day.

4. The designated management employee is to record the overtime and work completed in different classifications by the end of the working day following the overtime worked and/or time worked in different classifications.

5. The employee shall inform the employer of his preference for taking overtime as saved time or pay prior to the time when timesheets are submitted for the pay period during which the overtime was worked.

6. An employee desiring to cash out his saved overtime accumulation shall receive all monies so owed on the timesheets in the pay period during which the employee presented his request to the employer. The employee shall indicate his desire prior to the time when the timesheets are submitted for a pay period.