

7.000 ATTENDANCE RECORDS

7.100 Department Head Responsibility

The regular workweek of full-time employees is 37½ hours, excluding meal periods, consisting of five days of seven and one-half hours per day.

Department heads have the responsibility for ensuring that their employees maintain and work the hours which they are scheduled to work. Department heads are also responsible for regularly monitoring and analyzing attendance records and for taking prompt and decisive action whenever an employee is absent excessively or abuses the sick leave program.

7.200 Time and Attendance Policies and Procedures

- A. Effective March 26, 2000, the Trial Court converted to HR/CMS. With the change to this new bi-weekly payroll system, employees now accrue sick and vacation time at the end of each pay period on an hour-per-hour basis and balances of accrued time are recorded on each employee's direct deposit advice or check stub. In order for employees' accrued time to be accurately reflected on their direct deposit advice, it is imperative that the payroll clerk in each court or office be notified on a weekly basis of each employee's attendance exceptions (i.e., sick, vacation, personal time taken and compensatory time taken or earned as well as leaves of absence or time off payroll).
- B. The new Time Reporting Form (Appendix C, Form F28) has been designed for use by Trial Court managers in reporting attendance exceptions to the payroll clerk. The manager is responsible for ensuring the completion of this form for his/her employees and forwarding it to the payroll clerk at the close of each business week. The manager, or his/her designee, is required to report paid or unpaid absences as attendance exceptions for each of his/her employees by writing in the space provided for each day the number of hours an employee has used and the appropriate time reporting code. The most common codes (Sick - SIC, Vacation - VAC, Compensatory Time Taken - CPT, Personal - PER, and Compensatory Time Earned - CPE) are preprinted on the form and a blank space is provided for recording other attendance exception codes. If there are no attendance exceptions to be reported for the employee that week, this needs to be reported as well by checking the appropriate box. This way, managers are reporting on every employee under their supervision.
- C. The Attendance Calendar (Appendix C, Form F8) provides the department head with a paper record of each employee's hours

worked, including overtime hours worked, absences and the reasons for absences. The reverse side of the calendar provides for a record of time earned, taken and balance due an employee under employee benefit programs, i.e., vacation, sick leave, also tracked in HR/CMS.

1. Department heads may maintain an attendance calendar for each of their employees in accordance with this procedure and the instructions found on the calendar. A department head may delegate the daily administration of calendars to another individual. However, the responsibility and accountability for supervising time and attendance remains with the department head.
2. Department heads shall maintain a file on all calendars for review by auditors and, upon request, shall forward such forms to the Office of Court Management or the applicable Departmental Chief Justice.
3. In the case of Probation Officers, copies of the attendance calendars are to be forwarded to the Office of the Commissioner of Probation at the end of each Fiscal Year.