

105.5 Time Sheet/Clock Policy

I. Procedure

II. Effective Date

SECTION I – PROCEDURE

Each employee is required to have a record of hours worked. In departments using time clocks the following rules will apply:

- A. All full-time and part-time employees shall fill out a daily time sheet, hand written in a legible manner.
- B. Employees are required to clock in prior to their assigned start time and must clock out when they go off duty.
- C. The full-time patrolman is responsible for the reporting of hours for all part-time personnel.
- D. Depending on procedures, time recorded will be the work-time paid or employees will be paid from time sheets verified by actual recorded times.
- E. The Town Chairperson and/or Town Highway Superintendent will review the time sheets. Any adjustments to the recorded time must be approved by the Town Chairperson and/or Town Highway Superintendent.
- F. Time sheets are to be submitted and filed with the Town Clerk/Treasurer.

SECTION II – EFFECTIVE DATE

This Policy shall take effect and be in force from and after the day after passage and publication as required by law.

Dated this 18th day of June, 2018

Posted: June 19, 2018

Brenda Kahl, Clerk/Treasurer
Jeff Davis, Supervisor
Joe Kruchten, Supervisor

Anthony Varda, Chairperson
Michael Statz, Supervisor
Duane Haag, Supervisor