

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 3.14	<b>PAGES:</b> 1 of 3
	<b>RELATED ORDERS:</b> ACA 4-ALDF-7D-13	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> December 23, 2015	
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<b>CHAPTER:</b> Personnel	<b>SUBJECT:</b> Fair Labor Standards Act (FLSA) Form and Review	

- I. **PURPOSE:** To establish a policy and procedure whereby timekeeping can be based upon timely submission of completed Fair Labor Standards Act (FLSA) timesheets and departmental timekeeping cards.
- II. **POLICY:** All personnel shall accurately complete and submit FLSA timesheets and departmental timekeeping cards to the Payroll Clerk for completion of mandatory pay records.
- III. **PROCEDURE:**
- A. Timekeeping *shall* be based on completed FLSA timesheets and departmental timekeeping cards. This will require the FLSA timesheet to be accurately completed, signed, approved by a supervisor and forwarded to the Payroll Clerk by 0800 hours the first Monday of each pay period for the entire previous pay period.
  - B. Completion, accuracy, and prompt submission of the timesheet are the sole responsibility of personnel.
    1. Blank FLSA timesheets are on the Sheriff's Intranet.
    2. Personnel should fill in their FLSA timesheet each working day.
    3. Personnel shall submit their FLSA timesheet on the last working day of the pay period prior to going on their day off.
    4. If personnel will be on vacation the last week of the pay period, their FLSA timesheet must be completed and turned in prior to leaving on vacation.
    5. Personnel who call in sick on the last day of a pay period must contact the on-duty unit supervisor and request that their FLSA timesheet be marked to reflect the sick leave and a copy of the FLSA timesheet should be submitted. Personnel will sign the original FLSA timesheet upon their return to duty and send it to payroll after it has been reviewed and signed by the supervisor.
    6. At the end of each pay period, personnel will verify the accuracy of the information on the FLSA timesheet and sign the document prior to giving it to their supervisor.

- C. Departmental timekeeping cards must be submitted to support the information on the timesheet. All cards must be reviewed, approved, and signed by the appropriate supervisor.
  - 1. Requests for overtime payment on timesheets will not be honored unless an overtime card signed by a supervisor is on file. Employees working overtime at other duty stations may submit a photo copy, signed by a supervisor, for payment.
  - 2. Completed timekeeping cards, i.e., overtime cards, and request for leave cards will be attached to the timesheet at the time of submission.
  
- D. The supervisor will *verify* the information on the FLSA timesheet and sign the timesheet if the information is correct.
  - 1. The supervisor will make reasonable efforts to ensure that each of their employees has submitted a FLSA timesheet. If an employee fails to submit a timesheet and the supervisor cannot contact the employee or locate the timesheet, a short memorandum will be sent to the Payroll Clerk advising them of the problem.
  - 2. Supervisors will collect and forward to the appropriate office as follows:
    - a. Glenn E. Dyer Detention Facility (GEDDF): Timesheets will be sorted alphabetically by job classification and placed in the payroll box in the Watch Sergeant's office.
    - b. Santa Rita Jail (SRJ): Timesheets will be placed in the timesheet box located inside the Watch Commander's Office
      - 1) Sunday evening, after the pay period, the Control Point-11 specialist clerk will collect all timesheets and sort alphabetically by sworn and non-sworn staff.
  
- E. FLSA Timesheets will be available for pickup from the Watch Commander's office no later than 0800 at the GEDDF, and no later than 0630 hours at the SRJ, on the first Monday of each pay period. Any FLSA timesheet submitted without a supervisor's signature cannot be processed and will be returned to the employee.
  
- F. FLSA Timesheets submitted after the specified times are considered late. Supervisors are to process late FLSA timesheets as expeditiously as possible, in compliance with the following:
  - 1. If the FLSA timesheet is submitted late due to employee error:
    - a. The employee must attach a typed memorandum to the Facility Commanding Officer, via the Chain of Command, explaining the reason the FLSA timesheet is late.
    - b. The supervisor receiving the FLSA timesheet and memorandum will sign both and submit them to the on-duty Watch Commander.
    - c. The Watch Commander will sign the late FLSA timesheet and memorandum and give them to the Facility Commanding Officer.

- d. Late FLSA timesheets will be forwarded to Payroll with the employee's memorandum attached.
  - e. The Payroll Clerk will issue a notice to the employee advising them that their FLSA timesheet was received late and the employee may receive a basic pay check. A basic pay check may not include overtime, vacation time, comp time, sick time, etc.
2. If the FLSA timesheet is late due to a supervisor's error:
- a. The supervisor is to sign the FLSA timesheet, type a memorandum to the Facility Commanding Officer detailing the reason for late processing, attach it to the employee's timesheet, and submit them to the on-duty Watch Commander.
  - b. The Watch Commander will sign the memorandum and give it to the Facility Commanding Officer as expeditiously as possible.
  - c. The Facility Commanding Officer will forward the FLSA timesheet to Payroll as quickly as possible.
  - d. Payroll will process the late FLSA timesheet as quickly as possible, in an attempt to pay the employee on time, including overtime earned if applicable.
3. All late FLSA timesheets will be processed through the Facility Commanding Officer. Personnel and supervisors are not to contact the Payroll Unit regarding late timesheets.