

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.02.13 TIMECARDS



Adopted:	12/20/16
Reviewed:	12/15/23
Revised:	12/15/23
Approved:	<i>Lonnie J. Rash</i>

Purpose: To outline the method for recording hours worked and paid time off by fulltime and part-time employees.

References: N/A

Procedure:

1. Timecards must be submitted by all paid employees.
2. Employees shall record the number of hours worked and all paid time off by date and by wage type using the District's payroll timecard software. All overtime shall include a note of explanation.
3. The work week is 08:00 Monday through 07:59 the following Monday.
 - a) Hours worked are to be recorded on the date worked.
 - b) Paid leave is to be recorded on the date leave is taken.
 - i. Compensatory Time - Accrued and Used
 - ii. Kelly Day
 - iii. Holiday
 - iv. Sick Leave
 - v. Annual Leave
 - vi. Administrative
 - vii. Bereavement
4. Employees must submit their timecard to certify all hours they claim are true and correct.
 - a) Timecards for the 1st through the 15th of the month shall be submitted by the 16th of the month.
 - b) Timecards for the 16th through the last day of the month shall be submitted by the first day of the following month.
5. Failure to submit timecards in a timely manner may result in disciplinary action and/or a delay in pay.