

POLICY TITLE: Time Keeping/Time Records
POLICY NUMBER: 3465

3465.1 It is the responsibility of every non-exempt employee to accurately record time worked. Federal and State laws require Apple Valley Foothill County Water District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties.

3465.2 Overtime compensation will be paid to qualified hourly employees. Overtime work must always be approved by the General Manager before it is performed. In accordance with Federal law, Apple Valley Foothill County Water District rounds this time to the nearest one-quarter hour/fifteen minutes.

3465.3 It is the employee's responsibility to sign and submit on time his/her time records certifying the accuracy of all time recorded for compensation.