

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

K.W. Perkins

, *Fire Chief*

1110.070

Time Sheet Management

Implemented: 08-01-04

Revised:

Page 1 of 1



PURPOSE

In order to accurately track an employee's work history, and to account for leave balances and overtime accrual, time sheets are required to be completed by all career personnel.

OBJECTIVE

To provide personnel with a policy that outlines the correct method for completing and submitting employee time sheets.

SCOPE

Career Personnel

TIME SHEETS

All personnel are required to complete and submit an employee time sheet on a weekly basis. Time sheets should be accurate and provide any needed documentation concerning leave, overtime, or other designated occurrence.

SUBMITTING

Full-time employee weekly time sheets must be completed and submitted to headquarters no later than 1000 hrs. on Monday mornings. Time sheets may be faxed; however, the original must be sent later through courier or the Battalion Chief.

PART-TIME PERSONNEL

Part-time employees must complete and submit an accurate time sheet at the end of each shift worked. Time sheets may be faxed; however, the original must be sent later through courier or the Battalion Chief.

Failure of full-time or part-time personnel to submit an accurate time sheet by the specified time may result in disciplinary action against the employee. In addition, failure to follow this policy may result in the employee receiving inaccurate pay and/or benefits.