SALEM COUNTY IMPROVEMENT AUTHORITY

RESOLUTION 2025-68

September 10, 2025

RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY AMENDING TIME RECORDS POLICY

WHEREAS, it has become necessary for the Salem County Improvement Authority ("SCIA") Board to make certain amendments to SCIA's "Time Records Policy" as adopted pursuant to Resolution 2024-60 on July 9, 2024; and

WHEREAS, the proposed amendments to the "Time Records Policy" are attached hereto and made a part of this resolution as Exhibit A; and

WHEREAS, the amended "Time Records Policy" clarifies that exempt employees are not required to clock in and out on the designated timekeeping system each day of their schedule work shirt, in accordance with the provisions of the Fair Labor Standards Act (FLSA).

NOW, THEREFORE, BE IT RESOLVED that the attached amended "Time Records Policy", attached hereto as Exhibit A, be and the same are hereby made a part of the Salem County Improvement Authority Policy and Procedures Manual.

ATTEST:

Barry Davis, Secretary

Susan Bestwick, Chairperson

CERTIFICATION

I hereby certify the above to be a true copy of a resolution adopted by the Salem County Improvement Authority Board at their regular meeting held September 10, 2025.

Barry Davis, Secretary

IV. CLASSIFICATION AND COMPENSATION

Time Records

Accurately recording time worked is the responsibility of every employee. The law requires the Authority to keep an accurate record of time worked to calculate employee pay and benefits. All attendance records are Authority records, and care must be exercised in recording the hours worked, overtime hours, and absences. **Employees are not to clock in or out for other employees**. Each employee is responsible only for their own recordkeeping. Violations of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

HR shall notify all employees of their employment classification of exempt (salary) or non-exempt (hourly) status under the Fair Labor Standards Act at the time of appointment or hire.

Exempt (salary) Employees

Exempt employees are not required to clock in and out on the designated timekeeping system each day of their scheduled work shift, primarily because of the provisions of the Fair Labor Standards Act (FLSA). The use of earned vacation, sick, personal, and compensatory time must be submitted by a Request Off form by the employee and approved by the Executive Director. Exempt employees are required to fill out an Overtime and Compensatory Time Authorization form. The form must be approved by either the Executive Director and/or Board Member.

Non-Exempt (hourly/wage) Employees

All non-exempt employees are required to clock in and out on the designated timekeeping system each day of their scheduled work shift. Each employee shall also record the beginning and ending time of any split shift or departure from work for personal reasons. If an employee forgets to clock in or out, they must notify HR in a timely fashion so their time may be accurately recorded in the time record system.

Non-exempt employees should report to work no more than seven minutes prior to their scheduled starting time and stay no more than seven minutes after their scheduled stop time without prior authorization from Management.

Once an employee clocks in, work commences immediately. Failure to do so is considered a falsification of timekeeping records.

Non-Exempt employees are required to fill out a **Request Off form** when requesting the use of earned vacation, sick, personal, bereavement, jury duty and compensatory time. All Operation employees' forms must be approved by the Landfill Manager; all Administration employee's forms must be approved by the Executive Director.

The use of all paid sick, holiday, vacation, personal, and bereavement time hours does count towards overtime calculation.

Pre-authorization Required

Non-exempt employees must complete an **Overtime and Compensatory Time Authorization form** and have it approved before working overtime or earning compensatory time. The Landfill Manager must approve forms for Operations employees, and the Executive Director must approve forms for Administration employees.

Employees with overtime entries that do not have prior approval will be paid for all hours worked, however employees may be subject to disciplinary action.

Non-exempt employees' overtime calculation is based on a weekly basis (see overtime section for further explanation).

Forms Location

Time Off Request and Overtime and Compensatory Time Authorization forms are located either in the HR office or on the main lobby credenza.

Lunch Time (automatic meal deduction)

Full-time Administration

Lunch time is 30 minutes unless otherwise specified by Management.

Part-Time Administration

Lunch time is 30 minutes unless otherwise specified by Management.

Full- Time Operation

Lunch time is 30 minutes unless otherwise specified by Management.

Part-Time Operation

Lunch time is 30 minutes unless otherwise specified by Management.