

## Personnel Manual AMENDMENT

### Section 404 Time Records

Added at the end of the current section.

**Failure to Submit a Timesheet:** If an employee or the Department Head on behalf of the employee does not submit a timesheet by the Monday 10 am deadline, the employee will be paid for their regular scheduled hours. Part-time employees will be paid the same number of hours that the employee worked in the previous pay period (except for Court Security due to their unpredictable schedule). Any corrections to benefit time or actual time worked will be made in the following pay period. If an employee does not submit their timesheet or the Department Head does not communicate with the Payroll Clerk on behalf of the employee, the following disciplinary steps will be taken.

- First offense: Verbal warning to the employee.
- Second offense: Written warning to the employee that will need to be signed by both the employee and the Department Head.
- Third offense: Employee will be suspended without pay for 3 days.
- Fourth offense: Employee will be suspended without pay for 5 days.
- Fifth offense: Employee will be dismissed. Any earnings will be paid out in the next pay cycle.

All documentation of the above offenses will be filed in the employee's personnel file. The disciplinary steps are not reset at any time. They are cumulative through the employee's time of employment at the Town of Dryden.