From:	Kirk Allen
To:	John Kraft
Subject:	FW: Media Question
Date:	Saturday, July 6, 2024 7:20:00 AM
Attachments:	SCHD_Information023.pdf

From: shelbyhealth@consolidated.net <shelbyhealth@consolidated.net>
Sent: Friday, July 5, 2024 2:24 PM
To: Kirk Allen <Kirk@illinoisleaks.com>
Subject: Media Question

Mr. Allen, Please see the attached information and policy below that explains how the department's bi- weekly employee payroll record utilizes straight time (Regular hours worked with earned paid benefit time).

Sincerely,

Stephen L. Melega,

POLICY: TIMEKEEPING
All employees of the health department work on a fixed schedule which seldom varies. The health department keeps the same exact schedule of daily and weekly hours; Monday thru Friday 8:00 A.M. - 12:00 P.M., 1:00 P.M. - 4:00 P.M. Lunch time is from 12:00 P.M. to 1:00 P.M. and is unpaid. Benefit time is earned and granted pursuant to the AFSCME Council 31 employee union contract Local 3323 for union represented employees and the Shelby County Health Department Management and Non-Union Personnel Policies for management and non-union covered employees.

PROCEDURE: RECORDKEEPING
The department records benefit time earned or taken for all employees, including management in the Employee's Time File. When employees earn or uses benefit time, a record of such time is documented on the department's "Time Off / Earned Request" slip. Such slips are reviewed by management and approved by the department's Administrator. The department's Bookkeeper and Secretary are the designated timekeepers and complete the Employee's Monthly Report of all benefit time taken or earned for each employee. The Employee's Monthly Report and employee Time Off/ Earned slips are reviewed and approved with signature by the Administrator. A copy of the Employee's Monthly Report is given to each employee monthly and a folder of the calendar year is maintained for documentation.

Rounding Hours Worked (Healthcare: FLSA)

Some employers track employee hours worked in 15 minute increments, and the FLSA allows an employer to round employee time to the nearest quarter hour. However, an employer may violate the FLSA minimum wage and overtime pay requirements if the employer always rounds down.

Employee time from 1 to 7 minutes may be rounded down, and thus not counted as hours worked, but employee time from 8 to 14 minutes must be rounded up and counted as a quarter hour of work time. See Regulations 29 CFR 785.48(b)

.