



Legislation Text

File #: 23-1063, **Version:** 1

Chief Administrative Office recommending the Board adopt revisions to Policy E-1- Time Entry and Alternative Work Schedule Policy.

FUNDING: N/A

DISCUSSION / BACKGROUND

On September 13, 2022, with Legistar Item 22-1248, after discussion of the Board of Supervisors response to Grand Jury Case 21-02 - Analysis of County Employee Timekeeping, the Board of Supervisors directed staff to draft revisions to Policy E-1 Time Entry and Alternative Work Schedule Policy to provide for exceptions from the requirements to enter time into the County's electronic timekeeping system daily. The concern was that the policy as written provided no flexibility for employees who are responding to emergencies or employees who mainly work in the field and do not always have daily access to a computer to enter their time on a less than daily basis. The policy has been revised so that it still requires employees to keep an accurate record of their worked time daily; however, entering those records into the County's electronic timekeeping system may be done as soon as practical. The revisions also remove references to the specific timekeeping system (currently Kronos) and clarify requirements related to alternative work schedules. A tracked-changes version of the policy is attached for reference.

The policy was provided to the employee associations for review and routed to Department Heads for input in accordance with Policy A-1-Development and Distribution of Board of Supervisors Policies. County Counsel has approved the revisions.

ALTERNATIVES

The Board could choose not to revise the policy or direct additional revisions.

PRIOR BOARD ACTION

09/13/2022 Legistar Item 22-1248 - The Board approved its response to the Grand Jury Report and directed staff to return with revisions to the policy to provide for exceptions.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

CLERK OF THE BOARD FOLLOW UP ACTIONS

The Clerk will post the updated policy in the Board of Supervisors Policy Manual.

STRATEGIC PLAN COMPONENT

Good Governance - Accurate time keeping and coding ensures appropriate allocation of costs to programs and enables cost recovery where possible.

CONTACT

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