

RESOLUTION NO. 2026-04^{20A}

**A RESOLUTION AMENDING THE WARREN COUNTY EMPLOYEE HANDBOOK
AND ADDING A TIMEKEEPING POLICY**

WHEREAS, accurate time recording is necessary to ensure that all employees are compensated correctly for all hours worked; and

WHEREAS, Indiana Code § 5-11-9-4 requires that all public sector employees (except elected officials) maintain records showing which hours were worked each day by officers and employees. These employee service records are subject to audit as prescribed by the State Board of Accounts; and

WHEREAS, the Warren County Commissioners desire to adopt a formal policy for reporting work hours, leaves and absences.

NOW, THEREFORE, BE IT RESOLVED by the Warren County Commissioners that the Warren County Employee Handbook is amended to include the following Timekeeping Policy:

TIMEKEEPING

(A) This policy shall apply to all non-exempt employees. This policy shall comply with all federal and state governing laws and/or regulations.

(B) **Work Hours.** Employee Work Hours are restricted and established as follows to best serve the public, unless approved by Warren County Commissioners. All employees, except for sheriff and jail personnel and Highway and Solid Waste personnel shall work the following hours:

Monday through Friday 8 am to 4 pm;

Required sixty minute (60 minute) unpaid lunch break and two fifteen-minute breaks (paid);

Salary and benefit administration of full-time employees are based on regularly working Seven hours per day/ thirty-five hours per week.

Sheriff /Jail personnel shall be governed by the Sheriff Department's Standard Operating Procedures.

Highway /Solid Waste personnel shall work the following hours:

Monday through Friday 7:30 am to 4 pm;

Summer/Winter Hours can vary due to weather with approval from Commissioners;

Required thirty (30) minute unpaid lunch break and two fifteen-minute breaks (paid);

Salary and benefit administration of full-time employees are based on regularly working eight hours per day/ forty hours per week.

(C) Time Recording Procedures. Time Worked is defined as time spent on the job actually performing assigned duties.

(1) Employees must record all time worked daily using the Warren County automated timekeeping system at assigned location, approved by the Warren County Commissioners. The following must be recorded:

- a. Begin and end of established Work Hours
- b. Begin and end of required unpaid lunch break
- c. Begin and end time of any split shift
- d. Begin and end time leaving work for personal reasons

(2) Missed punches should be reported to Human Resources immediately, via email, with employee's Department Head/Elected Official copied on the email.

(D) Punctuality. Employees should clock in no earlier than 7 minutes before their shift and clock out no later than 7 minutes after their shift ends. Missed punches should be reported to Human Resources immediately, via email.

1. Employees who arrive more than fifteen minutes late from start of shift or end of break period will be considered tardy, and may be subject to disciplinary action for unscheduled time off/unauthorized absence, unless extenuating circumstances can be proven.

(E) Rounding. Time will be rounded to the nearest 7-minute increment in a manner that is neutral and compliant with federal law.

(F) Overtime and Authorization. All additional employee compensation such as overtime, compensatory time, holiday/emergency pay, flex time, temporary remote work, or leave policies must be pre authorized, unless extenuating circumstances can be proven such as FMLA, by the employee's Department Head/ Elected Official, and in a manner that adheres to the Warren County Personnel Manual and/or adopted Warren County Resolution.

(G) Attendance Record. Elected Officials/Department Heads shall be responsible for the attendance of all employees in his or her department and shall keep complete accurate attendance records for each in accordance with Warren County Employees Personnel Manual Policies and governing laws.

(H) Altering Records. Tampering, altering, or falsifying time records, or recording time on another employee's time record shall result in disciplinary action, up to and including discharge, in addition to potential prosecution in accordance with all governing laws IC 35-44-2-5 (Ghost Employment/Theft).

This policy shall be in full force and effect from the date of its passage.

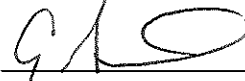
*Tardy if not at
work by
15:00*

SO RESOLVED, this ____ day of April, 2026.

BOARD OF COMMISSIONERS OF
WARREN COUNTY, INDIANA



Clay Andrews, President



Craig Greenwood



John Comer

ATTEST:



Robin Weston-Hubner, Warren County Auditor

