

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - PERSONNEL
ADMINISTRATIVE DIRECTIVE NO. 905
(Replaces AD 905 dated 1/19/06)

Effective Date: December 7, 2006

SUBJECT: TIME REPORTING

I. PURPOSE

This directive establishes procedures, responsibilities, guidelines, and uniformity of timekeeping.

II. AUTHORITY

California Labor Code Sections 1174(d), 1174.5, 1175, and by Memorandum of Understanding (MOU) agreement.

III. POLICY

The formal time reporting system is intended to be an orderly accounting of hours available and utilized for service. Each employee is responsible for the accurate reporting of time worked and used. It is the supervisor's responsibility to ensure that an accurate Absence and Additional Time Worked Report, Standard 634 (Std. 634) is turned in for every employee for each pay period. All supervisors are responsible for the efficient utilization of staff hours worked.

IV. METHOD

Each Department head shall maintain a system for each employee to submit a correct Std. 634 form. Training on the correct way to complete this form will be given in orientation on the employee's first day of state service. Supervisors will review all forms for accuracy before signing. The Personnel Department shall return all incorrect and incomplete forms to the supervisor for correction(s). All timekeeping forms will be retained by the Personnel Department for the period of time prescribed by the State Controller's Office (SCO) and the Department of Personnel Administration.

V. DOCUMENTATION PROCEDURE

- A. Employees are responsible for verifying their own attendance. No employee will verify attendance for another employee.
- B. The Std. 634 is the only form on which all time worked and taken off is to be utilized and transmitted from departments and programs to the Personnel Office. This is the basis on which the employee's payroll warrants are justified and released.

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- C. The Std. 634s shall remain with the unit/department and be kept up-to-date on a daily basis. Upon completion of the pay period the forms are to be submitted to the Personnel Department.
- D. Completed Std. 634 forms must be signed by the employee and the supervisor denoting the status of approved time off and hours worked. Units/departments with semi-monthly employees will submit signed Std. 634 forms on the 15th of the current pay period and by the third working day of the next pay period. Payment for time worked will not be submitted to the SCO without a signed Std. 634. It is the unit/department supervisor's responsibility to submit the completed forms timely to the Personnel Department.
- E. Corrections made after the close of the pay period shall be forwarded to the Personnel Department on a corrected Std. 634 with original signatures.
- F. Per MOU, it is required that all substantiation, including military orders, jury duty summons, and approved Family Medical Leave Act forms must be attached to the Std. 634.
- G. All docks pre-approved or not pre-approved shall be reported to the Personnel Specialist immediately.

VI. ABSENCE FOR JURY DUTY

Employees may be required to serve on a jury for any court. The employee shall immediately inform his or her supervisor upon receipt of his/her notice to appear. The employee is also required to inform their supervisor when he/she is selected to serve on a jury. The supervisor shall make every effort to change the workweek and/or shift to accommodate employees selected for a jury. If a provision within this section is in conflict with the provisions of a MOU, the MOU shall be controlling.

Effective August 16, 2004, with the passage of Senate Bill 1102, state employees no longer receive monetary compensation from California Superior Courts for serving on jury duty. Government employees who are receiving regular compensation while on jury duty must complete a jury fee waiver form. "Regular" compensation refers to what an employee would receive from their employer, regardless of whether the employee was scheduled to work on the day(s) of jury duty. Court payment for travel expense is not subject to remittance and is retained by the employee.

In instances when the employee is on telephone standby for jury duty, the supervisor and employee shall work together to determine reasonable time off given the circumstances of the jury duty.

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VII. ADMINISTRATIVE LEAVE (GOVERNMENT CODE SECTION 19574.5)

Pending an investigation by the appointing power of accusations against an employee, the appointing power may place the employee on a leave of absence with or without pay. Administrative time off shall be reported to the Personnel Department as soon as the administrative leave has been ordered.

VIII. OVERTIME

For the purpose of this directive overtime is defined as permitted, ordered, or authorized time worked in excess of the regularly scheduled work week or work period. In order to be compensable by cash or compensating time off (CTO), overtime must be authorized in advance by the appropriate department manager or designee, except in emergency situations or unavoidable circumstances adversely affecting the operational need. This authorization must be confirmed in writing on a Std. 682 form, no later than five (5) days after the pay period ends. Overtime may be compensated on a cash or CTO basis as prescribed by applicable MOUs or Department policy.

IX. INTERMITTENT EMPLOYEES AND RETIRED ANNUITANTS

Hours worked and leave credits used by intermittent and retired annuitant employees are reported on a positive attendance basis. Both hours worked and used are to be reflected on the Std. 634 and transmitted to Personnel on the first weekday after the close of the pay period. The Std. 634s for such individuals are to be received in Personnel by the 10th working day following the close of the pay period. Questions regarding accrual and use of leave credits should be directed to the Personnel Specialist.



W. T. VOSS
Executive Director