

AYERSVILLE WATER & SEWER DISTRICT

Resolution No. 1607.03 (07/~~12~~²¹/2016)

Board of Trustees' Resolution Revising the Employee Handbook.

WHEREAS, the Board of Trustees has the authority to adopted personnel rules and regulations concerning personnel matters, including but not limited to: employment, pay practices, absences from work, employee benefits, personal conduct, safety, travel and work vehicles, and other personnel matters; and

WHEREAS, the Employee Handbook for the Ayersville Water and Sewer District serves as the governing document of all employees, volunteers, appointed officials and independent contractors for the Ayersville Water and Sewer District; and

WHEREAS, the Employee Handbook should be updated when there is a significant change in policy or procedure.

NOW THEREFORE, IT IS RESOLVED by the Board of Trustees of the Ayersville Water & Sewer District:

To revise the "Time Clock" Policy in the Employee Handbook

by removing: "Each individual employee shall punch in and out their own time card except on call outs. Disciplinary action may be taken against anyone punching in or out someone else's time card, unless approved by the Board of Trustees or its designee. On call-outs, handwritten times will suffice. Employees will be dressed and ready to work when "punching-in" in their appropriate work clothes."

and adding: "Each individual employee is responsible for recording his or her own work span by using the District's time clock system. The District uses a biometric time clock system. Disciplinary action may be taken against any employee adjusting another's at-work time, unless approved by the Board of Trustees or its designee. A brief explanation, the adjustor's signature, and the date are required to account for each adjustment.

An employee who attends any meeting approved by the Board after his or her routine work hours will record his or her time and attendance by using the District's time clock system. The employee is compensated for the span of time recorded or the actual start and end time of the properly authorized meeting whichever is less."

Employees will be dressed and ready to work when "clocking-in" in their appropriate work clothes."

7-21-16
Date


President, Board of Trustees

I hereby certify that this Resolution was passed by the Board of Trustees of the

Ayersville Water & Sewer District on 07/21/2016.


Secretary