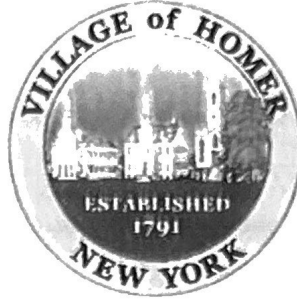


**Darren "Hal" McCabe**  
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**Newton Water Works: 607-749-2511**  
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## ***Timesheet Policy***

### **Policy Approved November 24, 2020**

#### ***Time Records***

**Policy Statement** – Time records must be maintained for all employees, except for elected officials, in order to calculate payment for time worked and/or authorized paid leave taken in a given week. Department Heads are responsible for completing time sheets for all employees in their department.

**Procedures** - The following guidelines have been established for completing time sheets:

1. All paid and unpaid absences must be recorded. All time off must be approved ahead, except unplanned sick time or emergencies, which must be do approved as soon as possible after the time off. Time off sheets must be signed by the employee and supervisor and attached to the timesheet or turned in ahead to the Village Offices to maintain with the payroll.
2. Time sheets must note hours beginning worked and ended worked, as well as the amount of meal period taken, to verify compliance with Department of Labor rules. In general, employers must provide 30 minutes unpaid sick time for employees working six hours or more.
2. Time sheets must be verified and signed by the Department Head and the employee. The Department Head is responsible for forwarding the original to the Village Clerk's Office by the close of business every other Monday at Noon. Exceptions will be noted and approved by the Mayor, or Deputy Mayor, due to holidays, or other noted issues.
3. Falsifying time sheets is strictly prohibited and can lead to disciplinary action, up to and including dismissal, in accordance with Civil Service Law (Section 75).
4. Unless prior approval has been obtained from the Department Head, arriving early or leaving late for the employee's own convenience is not to be included in working time, provided that the employee performed no pre-approved or specified duties for the Village during such intervals.

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**Correction of Errors** - An employee must immediately bring errors in time records to the attention of the employee's Department Head who will investigate the matter and make and initial the correction once the error has been verified.

**Unauthorized "Flex-Time"** - Unless prior approval has been obtained from the Department Head, arriving early or leaving late for the employee's own convenience is not to be included in working time, provided that the employee performed no pre-approved authorized duties for the Village during such intervals.

**Falsification of Time Records** - An employee who, after investigation, is found to have falsified or altered a personal time record, or the time record of another employee, or completed a time record for another employee will be subject to disciplinary action. In extenuating circumstances where an employee is not able to complete the employee's own time record, the Department Head may complete the time record on behalf of the employee.

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