

EMPLOYEE NOTICE

We will **no longer** be calling employees to verify time sheets. It is the responsibility of each employee to make sure their time sheet has been signed and hours are correct. Bailey County Policy addresses this issue under Section 2: EMPLOYEE COMPENSATION AND BENEFITS.

2A-7 TIME CARDS/SHEETS

Each employee shall be required to punch a timeclock (Road Hands exempt at the discretion of each Precinct Commissioner). All timecards must be signed by supervisor and employee, then turned into the County Treasurer's Office by noon on the following Monday after the completed work week.

All times that have been written in **MUST** be initialed by employee and the approving supervisor. If no time has been verified by punching in or vacation, sick and/or leave with or without pay has not been specified, employee **WILL NOT** be paid for that specific day/hours. If this was done in error by employee (after approval of supervisor) employee will receive pay on the following pay period.

There will be **NO** tolerance for punching In or Out for fellow employees.

Time Cards/Sheets are governmental documents and as such require accurate and truthful information and are subject to Texas Penal Code 37.10. Falsifying a time card/sheet, a governmental record, is a Class "A" Misdemeanor.