

Grant County Personnel Policy

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APPROVED:  <u>Cindy Carter</u> , Chair, Board of County Commissioners	03-30-17 Date Signed
LAST REVISED: 06/30/2015	CONTACT: Human Resources

706 – Time Records

It is the employee's responsibility to ensure that attendance and hours worked are recorded accurately. Altering or falsifying any time and attendance records, or completing another employee's time and attendance record, is prohibited and grounds for corrective action up to, and including, termination of employment. Where used, time and attendance records are County property and are not to be removed from the work premises. It is also the employee's responsibility to ensure that time and attendance records, e.g. Time Sheets (where used), Leave Request & Authorization Forms, etc. are routed to his/her supervisor in a timely manner.