

I. Policy

Original authority for placing an employee on the payroll, to execute any change of status, or for removal from the payroll is a properly executed "Personnel Action Form". (FOG IIa)

II. Records

A file will be maintained for each employee, which contains all Personnel Action Forms along with all authorization for payroll deductions.

Records of hours paid, wages earned, and all deductions will be shown on the stub of the paycheck. Calendar "Year to Date" records will also appear on the paycheck stub.

III. Pay Periods

On January 1, 1987, the City of Cottonwood converted from a semi-monthly to a bi-weekly pay period. A Sunday through Saturday work period was established for all personnel with the exception of Firefighters. Firefighters' work periods will be established by departmental policy and in compliance with the Fair Labor Standards Act (FLSA). All City employees' overtime will be calculated in compliance with the Fair Labor Standards Act. Police Officers' overtime will be in compliance with Arizona Revised Statutes.

IV. Department Time Sheets

All General Managers and Public Safety Chiefs are required to submit a record of hours worked for all employees under their supervision. The time sheet must be completed and signed by a General Manager, Public Safety Chief, or delegate. The time sheet is authorization by a General Manager to expend funds for their employees. (FOG IIb)

Time sheets are due by 2:00 p.m. on Monday following the close of the pay period or an occasional earlier date due to a short work week. If an earlier date is necessary, the Finance Department will provide the necessary deadline to follow.

The time sheet is the source document for recording all leave taken, compensatory hours earned and hours worked by an employee.

When completing the time sheet, please assign a numerical figure for the actual hours worked in a fund for each day within the pay period

(example: employee works two hours and goes home sick for the remainder of the day (2/S)).

Please use the summary section provided on the time sheet for all types of leave. Please use the time off codes provided on the time sheet and include a brief comment within the remarks section, if necessary.

Example: Jane Doe - family death (grandmother)

Each employee is required to complete and sign an individual time sheet. These time sheets must be attached to the department time sheet and submitted each pay period.

V. Employee Time Sheets

Each employee is required to complete and sign an individual time sheet for his or her hours declared for each pay period. The time sheet is the source document for recording all hours worked and all leave taken by the employee

- Non-exempt Time Sheet (FOG IIc)
- Exempt Time Sheet (FOG IId)

When completing the time sheet, please assign a numerical figure for the actual hours worked each day within the pay period and within a department (example: employee works two hours and goes home sick for the remainder of the day (2/S)).

Please use the summary section provided on the time sheet for any type of leave. Please use the time off codes provided on the time sheet and include a brief comment within the remarks section, if necessary.

Example: Jane Doe - family death (grandmother)

**CITY OF COTTONWOOD
PERSONNEL ACTION FORM**

EMPLOYEE NAME: _____ EMPLOYEE #: _____

EMPLOYEE ADDRESS: _____

HOME DEPARTMENT: _____

TYPE OF ACTION

CURRENT INFORMATION

Temporary Appointment	<input type="checkbox"/>	Job Title:	Range:
Probationary Appointment	<input type="checkbox"/>	Department:	
Permanent Appointment	<input type="checkbox"/>	Annual:	Compa-Ratio:
Merit Increase	<input type="checkbox"/>		

NEW INFORMATION

Transfer	<input type="checkbox"/>		
Promotion	<input type="checkbox"/>	Job Title:	Range:
Readjustment	<input type="checkbox"/>	Department:	
Reclassification	<input type="checkbox"/>	Annual:	Compa-Ratio:
Demotion	<input type="checkbox"/>	Monthly:	Range Min:

Suspension	<input type="checkbox"/>	Bi-Weekly:	Range Mid:
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Leave of absence	<input type="checkbox"/>	Hourly:	Range Max:
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Retirement

Compensation Adjustment Hours of payable accrued time due employee. _____

Voluntary Termination

Did employee leave in good standing?

Dismissal (specify below) Yes _____ No _____

Other (specify below) Exit interview date: _____

3% Annual Merit Increase _____

Effective Date: _____

Employee Signature: _____

Supervisors Signature: _____

City Manager Signature: _____

Personnel Director Signature: _____

City of Cottonwood - Indirect Costing Time Sheet

<i>EMPLOYEE (Please Print)</i>									<i>Department</i>								
INDIRECT COST HOURS									From:	7/5/2009			To:	7/18/2009			
DATE		GEN-01	HURF-02 STREETS	Library -03	Cemetery-04	Airport -05	WW -06	Water -16	TOTAL HOURS WORKED	OTHER USED*	ON-CALL PAY	HOLIDAY PAY	TOTAL	PAY	COMP	PAY	COMP
S	7/5								-				-				
M	7/6								-				-				
T	7/7								-				-				
W	7/8								-				1.5	1.5	1	1	
T	7/9								-				-				
F	7/10								-				-				
S	7/11								-				-				
WEEKLY TOTAL	Enter hours worked in each fund and they will sum into total hours worked								-	-	-	-	-	-	-	-	-
S	7/12								-				-				
M	7/13								-				-				
T	7/14								-				-				
W	7/15								-				1.5	1.5	1	1	
T	7/16								-				-				
F	7/17								-				-				
S	7/18								-				-				
WEEKLY TOTAL	Enter hours worked in each fund and they will sum into total hours worked								-	-	-	-	-	-	-	-	-

***PAID TIME OFF CODES**

S - Sick Time	A - Administrative Leave	J - Jury Duty/Subpoena
V - Vacation Time	B - Float Day	FLMA - Family and Medical Leave Act
I - Industrial Leave	H - Holiday	F - Family Death (State Relationship in Remarks)
C - Comp Time	M - Military	STD - Short Term Disability

OVERTIME DETAIL

Date _____ Reason _____ Date _____ Reason _____ Date _____ Reason _____
 Date _____ Reason _____ Date _____ Reason _____ Date _____ Reason _____
 Date _____ Reason _____ Date _____ Reason _____ Date _____ Reason _____

REMARKS

EMPLOYEE SIGNATURE

SUPERVISORS SIGNATURE

****OVERTIME CALCULATION****

The City has established a seven day work period (Sunday 12:00 a.m. thru Saturday 12:00 p.m.). Overtime pay and compensatory time off will be calculated at one and one half times the regular rate of pay (hourly) for any time physically worked over 40 hours in the designated 7 day work period (work week). When an employee is off on paid leave time, such as sick leave, holiday or vacation time, jury leave, etc., and the employee is completely relieved of all duties, such time is not hours worked for purposes of calculating overtime.

City of Cottonwood

**Exempt Employee Leave Sheet
With Indirect Costing Tracking**

EMPLOYEE (Please Print) _____

DEPARTMENT _____

Bi-Weekly period Start Date	7/5/2009				End Date:	7/18/2009							
Leave Used					Fund Indirect Cost Breakdown								
Date	Code	Hours	Code	Hours	General -01	Hurf-02 Streets	Library-03	Cemetery-04	Airport -05	Waste Water-06	Water-16	Other *	
7/6/2009													
7/7/2009													
7/8/2009													
7/9/2009													
7/10/2009													
7/13/2009													
7/14/2009													
7/15/2009													
7/16/2009													
7/17/2009													

PAID TIME OFF CODES

S Sick Time	M Military	J Jury Duty/Subpoena	FMLA Family Medical Leave
V Vacation Time	I Industrial Leave	F Family Death	LWOP Leave W/O Pay
C Comp Time	B Float Day	(State Relationship in Remarks)	STD Short Term Disability
H Holiday	A Administrative Leave		

REMARKS

EMPLOYEE SIGNATURE _____

SUPERVISORS SIGNATURE _____