

# NORTH WHATCOM FIRE AND RESCUE

## FIRE DISTRICT POLICY AND PROCEDURE

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**Number:** 0500.0004.02

**Date:** 12-17-09

**Area:** Financial Management  
Full Time and Part Time

**Page:** 1 of 5

**Subject:** Time Sheets/Leave Form Submission

**Approved:**

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### 1.0 General

To ensure the accurate and timely processing of all employees pay, it is essential that all personnel understand and follow direction on how to process their monthly pay requests and information. North Whatcom Fire and Rescue is committed to ensuring that sufficient controls are established for each individual timesheet and associated supporting documentation being submitted.

### 2.0 Purpose

The purpose of this policy is to identify the policy for submitting pay and to clarify procedures to insure the accuracy of the individual employee timesheet and associated documentation before it is submitted for requesting compensation. In addition, this policy verifies the procedure for all regular and overtime hours or exceptions (vacation, debit, comp time, working out of class, sick hours) claimed by all NWFR personnel.

### 3.0 Scope

Unless specifically exempted, this policy applies to all full-paid and part-paid members of North Whatcom Fire and Rescue, who normally receive a monthly paycheck.

### 4.0 Policy

#### 4.1 Definitions

*Timesheet:* The document submitted on a monthly bases, used to identify and calculate employee regular hours, overtime hours, out of class hours and/or out of class overtime hours worked, and/or to identify any exceptions to payroll.

*Leave Form:* The document used to identify overtime, comp time, out of class time, debit time earned and/or exceptions to normal pay hours. Usages of leave such as sick leave, vacation leave, personal leave etc. are documented on this form.

#### 4.2 Policy Statement – Employees Pay Sheets

4.2.1 All Union represented employees will be paid in accordance with the current Collective Bargaining Agreement on file with the fire district.

4.2.2 Non represented employees will be paid in accordance with the rules established in the NWFR Employee handbook and in accordance with this fire district policy.

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- 4.2.3 Individual employees shall identify all hours worked/used throughout the month and post those hours to the individual personal time sheet found on the district computer server.
- 4.2.4 All special leaves taken shall require the employee to submit the proper completed supporting documentation before the actual time is taken provided that the leave to be taken is known prior to it actually occurring.
- 4.2.5 In the case of sick leave the actual leave taken may preclude the individual from requesting leave prior to actually taking the leave.
- 4.2.6 The officer/supervisor shall review and approve the leave request form as appropriate.
- 4.2.7 The total leave hours requested must also be posted to the personal timesheet located on the fire district main server at the appropriate time.
- 4.2.8 Completed time sheets are to be submitted to the payroll administrator or his/her designee by 1200 hours on the first business day of the month.
- 4.2.9 If timesheets contains errors, the time sheet will be immediately returned to the effected employee.
- 4.2.10 Employees, whose time sheets contain errors shall be notified of the errors by the Business Manager or his/her designee using the normal means of fire district communication (telephone, voice mail, text message, or e-mail)
- 4.2.11 The effected employee shall correct the timesheet and resubmitted it within twenty-four hours (24) of the date and time they were notified of the errors.
- 4.2.12 Employees working under the provisions of a collective bargaining agreement, whose timesheets have not been signed by the employee, or the employee's supervisor, and/or, whose time sheet has not been corrected within the twenty-four hour correction period, will not receive compensation for out of class pay, overtime or other incentive pay for that pay period.
- 4.2.13 Part-time employees who fail to submit an accurate and complete time sheet and/or who fail to submit their time sheet within the appropriate time period may not receive compensation for that pay period.

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### **4.3 Policy Statement – Role of the Payroll Administrator**

- 4.3.1 The payroll administrator, or his/her designee, shall review all submitted timesheets for completeness.
- 4.3.2 The payroll administrator or his/her designee will verify that all information on the timesheet and supporting documentation corresponds with the scheduling information taken from the district records management system.
- 4.3.3 Should there be any discrepancies (including unsigned documentation) regarding the timesheet and/or supporting documentation form, the payroll administrator or his/her designee will return timesheet/leave form to the employee's immediate supervisor for correction.

### **4.4 Policy Statement – Making Payroll Corrections:**

- 4.4.1 The employee corrected time sheet shall be returned back to the payroll administrator within twenty-four (24) hours from the time the error corrections request is made.
- 4.4.2 Failure to return the corrected form within the appropriate time frame will result in the employee being paid regular hours only and overtime or exceptions will be processed the following month.
- 4.4.3 Timesheets that have not been signed by the employee will not be processed unless the signature is obtained within the twenty-four (24) time period
- 4.4.4 By submitting the payroll request sheet and associated supporting documentation with the signature of the respective officer/supervisor, the signing officer/supervisor is confirming that the timesheet has been reviewed, the hours submitted are correct, and all applicable leave forms are included and are also correct.

## **5.0 Procedures**

### **5.1 Procedures for Timesheets**

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5.1.1 Each timesheet will be processed as follows:

- All work hours will be posted on the computer time sheet at the end of the shift worked by the employee.
- Employees shall not enter timesheet information or schedule hours worked in advance.
- All approved leave hours will be posted on the computer time sheet as soon as approved.
- All pre-approved shift trades will be documented on the “reason” column of the time sheet regardless of whether you are trading on or off.
- The supporting information shall include whether the employee is “trading on” or “trading off” and the name of the individual with whom the trade is being made.
- Any pre-approved sick days donated to another employee will be documented on a leave form request identifying the amounts given, and submitted to the fire chief as per section 20.6.2 of the Labor Agreement.

5.1.2 The completed and signed individual timesheet, along with the employee signed supporting documentation shall be forwarded to their specific officer/supervisor for review, approval, and signature and shall be submitted in accordance with the provisions of this policy.

5.1.3 The completed timesheets along with the supporting documentation are then submitted to the payroll administrator or his/her designee, by noon on the first business day of each month.

## **6.0 Control Mechanisms:**

### **6.1 Procedures for Time Sheet Audit**

6.1.1 Pay Sheet timesheet and supporting documentation will be audited by the members officer/supervisor, and by the payroll administrator or his/her designee.

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6.1.2 All pay sheet requests and supporting documentation shall be forwarded to the fire district Auditing Officer for review/approval and signature before it is submitted back to the payroll administrator for final review and processing.

6.1.3 The Fire Chief shall be responsible for reviewing this policy whenever necessary, but in no instance shall such review be less than annually.

### 7.0 References

- Current Local 106 NW Labor Agreement

Approved: \_\_\_\_\_  
Chairman, Board of Fire Commissioners  
North Whatcom Fire and Rescue

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