

**Superior Court in Mohave County  
Administrative Procedure**

**Title:** Timesheet Reporting for F.L.S.A. Exempt Employees

**Date:** February 2, 2005

**Approved by:**

R. A. Bartlett  
Hon. Randolph A. Bartlett, Presiding Superior Court Judge

**A. Purpose and Scope of Coverage:**

The Superior Court recognizes that due to the nature of many F.L.S.A. exempt positions, exempt employees are sometimes required to work more than 40 hours per week to complete job assignments and keep up with workload demands. In accordance with the provisions of the Fair Labor Standards Act (F.L.S.A) and the need to be accountable for the expenditure of public money, the purpose of this procedure is to establish consistency in timesheet reporting for F.L.S.A. exempt status employees of the Superior Court.

**B. Exempt Employees Defined:**

Exempt employees are employees who, based on the duties performed and the manner of compensation, are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (F.L.S.A.). Exempt employees are paid an established weekly salary and are expected to fulfill the duties of their positions regardless of the hours worked.

**C. Exempt Employee Work Hours:**

1. The weekly salary of an exempt employee is generally considered full compensation for all services rendered, including compensation for those extra hours or unusual workdays that are sometimes necessitated by the nature of exempt jobs.
2. Pursuant to principles of public accountability, it is the expectation of the Superior Court that full-time exempt employees shall work an average of 40 hours per week for a total of 80 hours worked within each bi-weekly payperiod.
3. Exempt employees shall be allowed flexibility in their work schedules, with supervisory approval.

4. Exempt employees who work extraordinary hours in unusual circumstances may be authorized management leave time in accordance with the provisions of Judicial Merit Rule 304(A4.) However, under no circumstances is an exempt employee to be granted management leave time on an hour-for-hour basis for extra hours worked.

**D. Exempt Employee Timesheet Reporting Guidelines:**

1. Exempt employees in full-time positions are to submit a timesheet reflecting a total of 80 hours worked per payperiod unless they have used approved leave time during the pay period.
2. Exempt employees who use approved leave shall complete an exception timesheet by reflecting any recognized/observed holidays falling within the workweek and/or the number of hours of approved leave taken within the workweek. Approved leave includes the use of Paid Time Off (PTO) leave, Extended Illness Bank leave, management leave time, or other appropriate leave approved in accordance with the provisions of the Judicial Merit System Rules. The exempt employee shall sign the timesheet and submit it to their supervisor for approval and processing.

**E. Supervisory Responsibilities: Supervisors shall:**

1. Establish the standard work schedule for each exempt employee within the supervisor's span of control, taking into consideration the essential duties of the employee's position, the mission of the work unit, and the court division;
2. Assure that the workload of each exempt employee within the supervisor's span of control is reasonable and effectively managed, utilizing the performance evaluation and progressive discipline measures if necessary;
3. Consider and approve, as appropriate, requests for leave and/or temporary schedule changes requested in advance; and
4. Sign employee timesheets, thereby attesting to their accuracy, prior to submitting the timesheets to the Division Head for payroll processing. If the timesheet is not correct, the supervisor should discuss the disparity with the employee, and, as appropriate, make the corrections on the timesheet and provide the employee with a copy.

- F. This procedure supersedes all previous procedures and policies regarding exempt employee timesheet reporting.

Sample Timesheet: FLSA Exempt Employee

(who works an average of 40 hours per week for a bi-weekly total of 80 hours per pay period)

Employee: John Doe Employee Number: 335566

Period Ending: 5-15-05

DEPT 100	ACCT # 11234	DATE Day	5/2 Sat	5/3 Sun	5/04 Mon	5/05 Tue	5/06 Wed	5/07 Thu	5/08 Fri	1 <sup>st</sup> Wk Total Hrs	42
Actual Hours Worked											
			8		7	9	9	9	9		

Reg. Hours: 42 OT Hours: \_\_\_\_\_  
 Holiday Added To Vacation: \_\_\_\_\_ x 1.5 = \_\_\_\_\_ Compensatory Hours Accrued This Pay Period

Reg. Hours: 38 OT Hours: \_\_\_\_\_

Compensatory Hours Accrued This Pay Period

Holiday Leave											
Paid Time Off (PTO)											
Approved EIB											
Bereavement Leave											
Other Leave (Specify):											
										1 <sup>st</sup> week	42

										2 <sup>nd</sup> week	38
											80

Personal use of County vehicles during the time period shown above was as follows (at least one must be applicable):

- No Personal Use
- Exempt Vehicle Used Only
- One Way Commutes @ \$1.50 = \_\_\_\_\_
- Commuting Miles @ \$.31 cents per mile \_\_\_\_\_

I certify that the time reported above accurately reflects actual hours worked, and I recognize that failure on my part to accurately report all hours may result in disciplinary action.

John Doe  
(Signature)

I certify that the hours worked reflected hereon represent, to the best of my knowledge, the actual and necessary services performed by the employee.

Jim Brown  
(Supervisor)

**Sample Timesheet: FLSA Exempt Employee  
(who uses approved PTO and Management Leave during the pay period)**

Employee: John Doe Employee Number: 335566 Period Ending: 5-15-05

DEPT	ACCT #	DATE	5/2	5/3	5/04	5/05	5/06	5/07	5/08	5/09	5/10	5/11	5/12	5/13	5/14	5/15	2ndWK	Pay Period
100	1234	Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hrs	Total Hrs
Actual Hours Worked																		
					H	9	9	8	8								0	34

Reg. Hours: 34 OT Hours: 0 Reg. Hours: 0 OT Hours: 0  
 Holiday Added To Vacation: \_\_\_\_\_ Compensatory Hrs Worked: \_\_\_\_\_ x 1.5 = \_\_\_\_\_ Compensatory Hours Accrued This Pay Period \_\_\_\_\_

	5/09	5/10	5/11	5/12	5/13	5/14	5/15	2ndWK	Pay Period
Holiday Leave									
Paid Time Off (PTO)						8	6	14	22
Approved EIB									
Bereavement Leave									
Other Leave (Specify):									
Mgmt. Leave *			8	8	8			24	24
* Mgmt. leave used this payperiod has been approved by the Court Division Head and Presiding Judge to offset extraordinary hours worked above 40 hours per week by this employee in the previous 5 payperiods and is not on a one-for-one hour basis.									80

Personal use of County vehicles during the time period shown above was as follows (at least one must be applicable):  
 No Personal Use \_\_\_\_\_ Exempt Vehicle Used Only \_\_\_\_\_  
 \_\_\_\_\_ One Way Commutes @ \$1.50 = \_\_\_\_\_  
 \_\_\_\_\_ Commuting Miles @ \$.31 cents per mile \_\_\_\_\_

I certify that the time reported above accurately reflects actual hours worked, and I recognize that failure on my part to accurately report all hours may result in disciplinary action.

John Doe  
 (Signature)

I certify that the hours worked reflected hereon represent, to the best of my knowledge, the actual and necessary services performed by the employee.

Jim Brown  
 (Supervisor)