


ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	NO. 03.09 DATE: November 1, 2024 SUBJECT: Personnel TITLE: Time Reports FOR PUBLIC RELEASE: Yes
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- I. Reference: Fair Labor Standards Act, AD 03.01, AD 03.05, AD 03.27
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for the reporting of employee work hours.
- IV. Policy:
 - A. It shall be the policy of the AACDDF to monitor employee hours of work and maintain payroll records.
 - B. Each employee shall be responsible for reporting to work or your shift at the time designated as applicable through your work schedule, Directive(s), collective bargaining agreement(s) or as communicated by your supervisor.
 - C. Supervisors shall monitor the starting and ending time of each employee to ensure that s/he is working the required number of hours according to his/her classification.
 - D. The Correctional Support Services Manager (CSSM / Director, Business Services) shall ensure the Automated Payroll System is completed by the designated clerical staff and submitted to the County Personnel Office following the end of a pay period.
 - E. An employee who is consistently late shall be counseled by his/her immediate Supervisor. If the counseling proves unsuccessful, then the Supervisor shall take the necessary progressive disciplinary action in accordance with AD 03.01.

This policy shall be reviewed at least annually and revised as necessary.


Christopher Klein
Superintendent

Rescinds: AD 03.09, dated December, 1998
AD 03.09, dated September 20, 2004
AD 03.09, dated January 3, 2022