


HB-401	Standard Operating Guideline			
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p>		Approved By	
			Steven Parrish, Fire Chief	
	<p style="text-align: center;">Timekeeping</p>		Effective Date	Revised Date
7/21/1999			1/15/2015	

Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Cumberland Road Fire Department to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.