

Calhoun County

Time / Expense Documentation

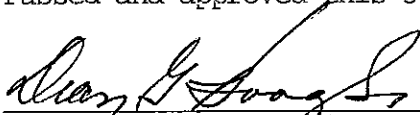
Policy: Effective February 1, 2006

The confidence and credibility for compensation and expenses paid to Calhoun County employees / officials is a reflection of, therefore dependent upon the accuracy of time and expense documentation. Time sheet information will serve as a method for supervisors and governing bodies to assess accountability for appropriate and accurate expenses, work activities, and paid time off. All non-elected Calhoun County employees will record activity, time and expenses 1) on a Daily Time Sheet and/or 2) any other approved expense form.

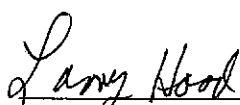
Procedure:

1. Hours worked and/or hours paid for each work day, including paid time off, must be documented on a time sheet regardless of Employment Classification. Paid time is recorded in total minutes/hours – like activities or those described in job descriptions may be grouped.
2. The time sheet will be used to track used paid time off and benefits.
3. The time sheet and/or claim form must include mileage, and any other trackable information such as title, location, date of meeting, client / service, other work activity, or reason for paid time off.
4. All expenses are recorded on the time sheet or claim form.
5. Budget preparation and approval process will serve as one method of expense accountability.
6. Each employee will sign / initial the completed time sheet / claim form and submit to their Supervisor / Department Head / Governing Board or review at regular intervals.
7. The Supervisor / Department Head / Governing Board will indicate a review and approval of the time sheet / claim form with a date, signature / initial.
8. All time sheets / claim forms will be filed in an appropriate file and retained for a period of 5 years or (the time required by each office for auditing purposes).

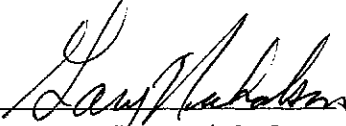
Passed and approved this 31st day of January, 2006.



Dean G. Hoag, Sr. Chairman



Larry Hood



Gary Nicholson