



Wages Reported and Earned



Policy A-HR-6

September 15, 2005
Revised April 26, 2013
Revised June 13, 2019

Purpose: To establish a policy to ensure compliance with the Fair Labor Standards Act (FLSA) and the Kentucky Wage and Hour Laws.

Policy: Three Rivers District Health Department shall ensure accurate and appropriate reporting of hours worked and wages paid in accordance with federal and state labor laws.

Procedure: The following standards and guidance relating to employment standards wage and hour laws shall be provided for all employees of the health department.

- I. Information regarding reporting of hours worked is provided to each employee of the health department upon hiring as part of orientation. FLSA & Kentucky Wage & Hour Law postings are displayed in prominent locations within each facility for employee reference. Employees will receive updated training regarding changes in labor laws.
- II. Employees will be provided training of the health department approved forms for reporting time earned, leave requested and other paid leave, such as: holidays, over-time, and on-call time earned.
- III. Management staff shall be responsible for training of staff to ensure appropriate cost center, minor object, and function codes reported by staff for adhering to all applicable sections of Administrative Reference for Local Health Departments in Kentucky.
- IV. Management staff shall be responsible for providing quality assurance of time reporting accuracy on every employee or contracted individual under their supervision each pay period.
- V. Management staff shall be responsible for ensuring the receipt of time reporting forms on or before the last day of each pay period. Time reporting forms not submitted in a timely manner by an employee may result in a late payment.
- VI. Employees shall request leave time through their assigned Manager.

VII. Managers and the Director shall approve leave time requests only after the request has been determined not to interfere with agency operations and is in compliance with all other Agency policies and regulations.

VIII. All hours worked in excess of the employee's normal schedule must be prior approved by the Manager and/or Director.

IX. The Director reserves the right to approve or deny any request for authorization of leave in the interest of meeting agency needs.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date