

Catawba County Emergency Medical Services

Time Sheets

This policy outlines proper procedures for reporting hours worked. All questions should be directed to your crew chief or supervisor.

- All hours worked must be recorded completely and accurately, utilizing the electronic time sheet program.
- All hours worked and leave time shall be indicated by use of the codes provided.
- When timesheets are due:
 - All personnel shall submit their time sheets to their Supervisor by 12:00 hours on Saturday following the last day of the pay cycle.
 - Failure of any employee to submit their timesheet by the specified deadline may result in disciplinary action up to and including termination.
 - Supervisors must approve their employee's timesheet by 0800 on the Monday following the last day of the pay cycle.
- Supervisors are not allowed to maintain any separate record of hours worked.
- Workweek
 - The Catawba County Personnel Code defines a Workweek (28.114) as "The standard workweek shall be from 12:01 a.m. on Saturday through 12:00 a.m. on Friday, unless an alternative schedule has been so designated by the Personnel Director."
 - The Human Resources Director has defined the workweek for Catawba County Emergency Medical Services as 07:01 a.m. on Saturday through 07:00 a.m. on Saturday due to our shift schedule.