

Bi -Weekly Time Record

_____ *Conservation District*

Employee: _____ Position: _____

Pay Period # _____ Beginning Date: _____ Ending Date: _____

	Sat	Sun	Mon	Tue	Wed	Th	Fri	Sat	Sun	Mon	Tue	Wed	Th	Fri	Total
Reg Hrs Worked															
Holiday—No Work															
Comp Hrs Used															
Admin Leave															
Sick Leave															
Annual Vacation															
Holiday—Hrs Worked															
Overtime															
TOTAL															
LWOP *															
Comp Earned															

(Information below to be completed by Bookkeeper)

LEAVE RECORD	Computation	Brought Forward	Used	Available	Earned	Balance (A+E)
Sick Leave	<i>See back page</i>				3.69	
Annual Leave	<i>See back page</i>				5.54	

COMP TIME RECORD		Brought Forward	Used	Available	Earned	Balance (A+E)
Comp Time	<i>See back page</i>				x 1.5 =	

Employee Signature/Date : _____ / _____

RC Signature/Date : _____ / _____

Supervisor Signature/Date: _____ / _____

Time Keeper's Initials _____ Check # _____ Amount \$ _____ Date Paid _____

Note: *Holiday-No Work, Comp Hrs Used & Admin Leave are to be combined with regular hours in Accounting system.

Employee Information

Name:
Current Grade: Current Step: Hourly Wage: \$
Step increase accrued: Employee Start Date:
of Months Completed Employment: # of Years Completed Employment:
90 day qualifying period/sick leave payout
6 month qualifying period/annual leave payout:
Date of last evaluation:

Compensatory time shall be administered by the conservation district in accordance with the conditions below:

- a) Employees may not be required to take compensatory time in lieu of paid compensation, and compensatory time in lieu of paid compensation is allowable only with the employee’s written consent.
- b) The use of compensatory time will be approved by the immediate supervisor and will be used within 90 days of being earned. Upon accrual of 40 hours of compensatory time by an employee, the immediate supervisor will confer with the employee to arrange for the use of the compensatory time immediately or for payment of overtime at the rate of one and one-half times the current hourly rate. Cash payments for unused compensatory time will be made to the employee upon termination of employment. Compensatory time shall be used before Annual Leave.

Annual Vacation Leave Information

No of completed years of Employment	Vacation Days Accrued Per Year for full-time (80 hours +)	Vacation hours—80 hours or more in pay status per pay period	Vacation hours—less than 80 hours in pay status pay period
<i>1 day to 10 years</i>	15	4.62 hours (5.775% x 80)	.058 x no. hours
<i>10 years to 15 years</i>	18	5.54 hours (6.9% x 80)	.069 x n. hours
<i>15 years to 20 years</i>	21	6.46 hours (8.07% x 80)	.081 x no. hours
<i>More than 20 years</i>	24	7.38 hours (9.22% x 80)	.092 x no. hours

- Annual vacation leave credit & sick leave credit will not accrue for those hours exceeding 40 hours in a workweek that are paid as overtime hours or are recorded as compensatory time hours. **Annual vacation leave** may be accumulated to a total **not to exceed** two times the maximum number of days earned annually, but annual leave time in excess of the maximum is not forfeited if it is taken within 90 calendar days from the last day of the calendar year in which the excess was accrued. (1day—10 yrs/**240 hrs.**; 10 yrs to 15 yrs/**288 hrs**; 15 yrs– 20 yrs/**336 hrs**; more than 20 yrs/**384 hrs**.)

Sick Leave Information

- If an employee is regularly scheduled to work **80 hours or more** in a bi-weekly period: the employee accrues **3.69 (4.61% x 80) hours of sick leave** credit per pay period. If the employee is regularly scheduled to work **less than 80** hours in a bi-weekly pay period or work intermittently; the employee accrues **.046 hours of sick leave** credit for each hour worked.

Grade/Step Information

- As designated by the Flathead Conservation District Board of Supervisors, per motion 12/1978, employees shall accrue **step increases** following federal schedule of time in service, and shall earn federal cost-of-living increases.
- For **Grade increase**, a new job description must be done or an evaluation made by the Personnel Committee.

Step	Length of waiting period (in weeks) between steps increase for full-time & part-time employees	Length of waiting period (in years) between steps increase for full-time & part-time employees
<i>1, 2, 3, 4</i>	52 Calendar Weeks	1 year
<i>5, 6, 7</i>	104 Calendar Weeks	2 years
<i>8, 9, 10</i>	156 Calendar Weeks	3 years

**For use of LWOP refer to Personnel Policy.*