

BAY COUNTY LIBRARY SYSTEM

TIME SHEETS

Time sheets are posted at each branch listing each regularly scheduled employee with their employee number. Each employee must record their time on a daily basis when the work day is completed.

Full-time and part-time employees, including pages, should record their hours worked on a daily basis and initial at the end of the work week.

Substitute employees should write their name on the substitute sheet, record their hours worked on a daily basis, and initial at the end of the work week.

Managing Librarians/Supervisors will verify that the recorded time is correct and sign their approval on the time sheet.

Time sheets must be scanned and emailed to the Administrative Office and the originals sent in delivery first thing Monday morning. Three weeks of time sheets, for the current and following two weeks, are to be posted at all times so that employees can record vacation time prior to their scheduled time off.

Board approved 12-19-12