

THE VILLAGE OF MONTROSE

POLICY TITLE: TIME SHEET SIGN-OFF POLICY

POLICY # 1680

POLICY STATEMENT:

It is the goal of this policy to develop a system where a manager or supervisor sign an employee's timesheet to evidence the fact that the employee has worked the hours indicated on the timesheet.

POLICY BACKGROUND:

During the course of performing the 2006 Audit field work, it was noted that that timesheets for the hourly administrative staff were not being signed-off to approve the hours worked. In addition, when the Public Works Foreman is on vacation, timesheets for the public works employees were not being signed-off.

POLICY GOAL:

It is the policy of Council to provide a preventative and detective control procedure to ensure that timesheets for all hourly employees are approved by a manager prior to the employee being paid.

POLICY OBJECTIVES:

1. That the CAO sign-off on all timesheets with respect to office administrative staff.
2. That the Public Works Foreman sign-off on all timesheets with respect to public works staff.
3. That, in the absence of the CAO, the Deputy Clerk sign-off on all time sheets with respect to office administrative staff.
4. That, in the absence of the Public Works Foreman, the designated supervisor sign-off on all timesheets with respect to the public works employees.

Initially approved at meeting #22-07 on July 16, 2007

Last reviewed and amended at meeting #21-11 on June 20, 2010

Next scheduled to be reviewed on June 18, 2012