

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 01/29/2026 Weekly Agenda Date: 02/03/2026

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Melissa Thomas HR Director

**WORDING FOR AGENDA ITEM:**

Approval of the Woodbury County Timekeeping and Compensation Policy

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

This policy applies to all non exempt employees of Woodbury County.

**BACKGROUND:**

This policy clarifies expectations regarding hours worked by non-exempt employees and prohibits "off the clock" work which includes responding to emails or communications outside scheduled work hours unless authorized.

**FINANCIAL IMPACT:**

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**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes ☐ No ☐

**RECOMMENDATION:**

Approve the motion

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the Woodbury County Timekeeping and Compensation Policy

*(Non-Exempt Employees)*

## ***Woodbury County Timekeeping and Compensation Policy***

### **Policy**

Woodbury County is committed to compliance with the Fair Labor Standards Act (FLSA) and Iowa wage laws. This policy clarifies expectations regarding hours worked by non-exempt employees and prohibits “off-the-clock” work, including responding to emails or other communications outside scheduled work hours unless expressly authorized.

### **Scope**

This policy applies to all non-exempt employees of Woodbury County regardless of department or work location.

### **Definitions**

Non-exempt employees --- A non-exempt hourly employee is one who is covered by the overtime provisions of the Fair Labor Standards Act and is eligible to receive overtime compensation in the form of time off (compensatory time) or cash.

Work ---- All activities an employee performs for the benefit of the County, including but not limited to:

- Job duties performed before or after scheduled hours
- Checking, reading, or responding to work-related emails or other communications
- Responding to work-related calls or messages outside scheduled hours

### **Email and Electronic Communications**

Non-exempt employees may not check, read, or respond to work-related emails or electronic messages outside scheduled work hours unless a supervisor has pre-authorized those duties.

If a non-exempt employee inadvertently performs work outside of scheduled hours (for example, by responding to an email), that time must be reported to the employee’s supervisor.

### **Authorization for Work Outside Scheduled Hours**

Any work outside an employee’s scheduled hours — including phone calls, remote work, email review, or electronic tasks — must be approved in advance by the employee’s supervisor. This includes work performed during unpaid breaks or meal periods.

## Timekeeping Requirements

- Non-exempt employees must accurately record all hours worked in the County's timekeeping system.
- Employees may not alter, underreport, or fail to record time worked.
- Supervisors may not request or permit employees to perform work off the clock.

## Responsibilities

Supervisors are responsible for:

- Ensuring employees understand and comply with this policy
- Monitoring workloads to minimize the need for unauthorized hours
- Not encouraging or permitting off-the-clock work
- Approving timekeeping records that accurately reflect hours worked

## Enforcement

Violations of this policy may result in disciplinary action up to and including suspension or termination of employment, consistent with county disciplinary policy.