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THOMAS B. STEPHENS
SECRETARY

PERSONNEL MEMORANDUM 17-07

MEMORANDUM

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

From: Thomas B. Stephens, Secretary

A handwritten signature in blue ink, appearing to read "TBS", is placed next to the name Thomas B. Stephens.

Date: July 6, 2017

Re: Accurate Time Reporting

As a reminder, all employees are expected to accurately record and report their work time. This includes hours worked and leave time taken. The timesheet should be reflective of the actual time worked. For example, if an employee is required to work through lunch and then is allowed to leave work early that day, the timesheet should show compensatory time earned for the lunch period, and leave time taken that afternoon. Please also keep in mind the following rules:

- Meal periods (usually a lunch break) are set by supervisors and must be at least 30 minutes long.
- Employees receive two 15-minute breaks in addition to lunch (in some cases, breaks last 10 minutes).
- State and federal law do not provide for breaks in addition to those described herein. Employees choosing to walk or exercise during the workday should do so during their established meal periods or during one of their 15 (or 10) minute breaks.
- Rest breaks are not to be taken adjacent to a lunch period in order to extend the lunch period, or at the beginning and/or end of the day in order to permit the employee to report later or leave earlier.

Please remember that the falsification of records relating to time, including the omission of overtime worked, is a violation of state law and supervisors must verify employee timesheets before approving.

As an additional resource, the online Accurate Time Reporting course is available as a refresher, through KELMS, to current employees at any time. New employees are required to complete this online course during onboarding.

If you have any questions regarding this policy, please contact Commissioner Mary Elizabeth Bailey, Department of Human Resources Administration, at MaryE.Bailey@ky.gov or (502) 564-7571.