



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Part-time Employee Log
Reference Number:	ADM 02-006
Effective Date:	30-Jul-04
Last Revision Date:	N/A
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to establish a standardized guideline for filling out a part-time employee log

Policy:

It is the responsibility of the employee to make sure his/her part-time log is filled out and turned in to the Assistant Chief keeping track of time prior to the end of the month.

Employees shall place his/her name, month, and year on the log prior to turning it in.

Employees will place beside the appropriate date, the time in, time out, and total time.

The Assistant Chief will calculate the time and turn it into the payroll department with a copy to the Chief.

Employees should receive their paycheck by the 15th day of the next month.

Employees may fax or email the Assistant Chief with his/her time.

Part-timers time is calculated on a monthly basis.