

**Marion Public Library
Supplemental Personnel Policies
Supplement to SECTION 3, Part 3.1 of City of Marion Personnel Policy**

Recording Work Time for Part-Time Staff

Part-time staff should record as a start time on time sheets the time each is scheduled to begin work, unless that staff person arrives late; part-time employees are not allowed to begin work early. Staff should record as an end time on time sheets the time their shifts are scheduled to end.

On days when the staff person works until close, staff may record 10 extra minutes (9:10 p.m., 5:10 p.m., 6:10 p.m.), whether or not 10 minutes were actually worked. [Pages and clerks are not expected to work past their scheduled time. If they are asked to stay later by a Coordinator, they may amend their time sheets accordingly.](#)

Employees must record their work time in not less than five-minute increments (*e.g.*, 9:00 or 9:05 not 9:03).

Adopted 03/12/12

Reviewed 3/10/14