Shelby County Treasurer - Erica Firnhaber

To: County Board; Ruth Woolery; Board Chariman

Cc: Melega, Steve

Subject: Health Dept. inaccurate recordkeeping

Attachments: Health Dept. inaccurate recordkeeping.PDF; Health Dept. inaccurate recordkeeping

2.PDF

County Board Members and State's Attorney,

I have attached Shelby County Resolution 2019-26, page 8 of the AFSCME union contract and Benefit time records as well as various timesheet for two employees. Many times I have sent the full board timesheets from the Health Dept. and asked the board to enforce policy that has been adopted by Shelby County. I have seen no enforcement or change in the timesheets that are received for the processing of payroll that is drawn on bank accounts of the county. As the elected official charged with safely keeping the county monies, I will no longer be processing payments that do not have clear and concise documentation supporting those payments.

In August of 2019 the county board passed resolution 2019-26 that clearly states that the Treasurer's office is the primary Human Resources office for the county. The resolution clearly states that the Treasurer's office will be responsible for accurately tracking sick, vacation and paid time off in addition to maintaining accurate payroll records on ALL County employees. The Health Dept. has been in violation of this resolution since it's inception.

The AFSCME union contract (page 10) clearly states that no employee may accumulate more than forty (40) hours compensatory time. Employee one who is cashing out 56 hours of comp time has 73 hours and 31 minutes of comp time accrued.

The benefit time log that was provided by the Health Dept. are in direct conflict with the timesheets that have been turned into this office as no benefit time used or earned is reflected on the timesheets. The timesheets that are being turned in are NOT a true and accurate daily record of time worked by the employees. The accurate daily record is required in the union contract page 24 which is attached. Also attached is statute and a U.S. DOL fact sheet that speak to the requirement to keep an accurate daily record.

I am requesting, again, that the administrative board of this county require true and accurate records be submitted for any payment drawn from the accounts of the county. We have a legal obligation to do so and requiring me to write checks from county accounts without proper documentation places me in a position to break the law no matter which option I choose. For six years I have chosen one option, and nothing has changed in this county no matter how many auditors speak to the issue. I will no longer make that choice. I cannot in good conscience place my name on a check that does not have clear and concise documentation that supports the payment. The County Board has been made aware of this issue many times and has no plausible deniability in the issue and I will contact authorities requesting an investigation into this matter and request that elected officials who have continued to ignore or, worse yet, support the practice be held accountable.

This is not an employee problem, this is a management problem.

Erica Firnhaber

Shelby County Treasurer P.O. Box 326 Shelbyville, IL 62565 217-774-3841

SHELBY COUNTY RESOLUTION 2019-_26____

WHEREAS, Shelby County feels it is important to make sure newly hired employees complete the required paperwork and are made aware of personnel policies for Shelby County, and;

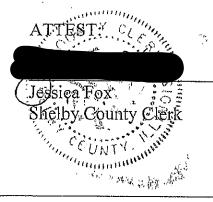
WHEREAS, it is necessary that Family Medical Leave Act paperwork be completed for employee absences in order to comply with State and Federal laws, and;

WHEREAS, the Shelby County Treasurer's office handles all payroll duties, payment of sick and vacation time, acts as the authorized agent for IMRF and manages the self – insured Health Insurance, in addition to other Human Resources functions;

IT IS HEREBY RESOLVED, that the Shelby County Treasurer's office is hereby designated as the primary Human Resources office for Shelby County. This office will be responsible for new employee paperwork, FMLA paperwork, manage IMRF, as authorized agent for Shelby County, oversee the Health Insurance for all participating County employees, accurately track sick, vacation and paid time off, in addition to maintaining accurate payroll records on all County employees, and informing Shelby County employees of any significant changes to State and Federal Labor Laws.

Approved this 14th day of August , 2019.

David Cruitt, Chairman



APSCME 9-1-21 to 8/31/24

- a) Overtime shall be distributed as equally as possible among the employees who normally perform the work within the bargaining unit. It shall be distributed on a rotating basis among such employees in accordance with seniority, the most senior employee having the least number of overtime hours being given first opportunity. This procedure shall not apply to extreme emergency situations in the Highway Department which require immediate response, it being understood that predictable weather conditions, such as heavy snows, do not constitute an emergency situation for purposes of distributing overtime.
- b) If all employees available to work the overtime hours decline the opportunity, the Employer shall assign the overtime in reverse seniority order; the least senior employee who has not been previously directed by the Employer to work overtime shall be directed to work the hours until all employees have been required to work at which time the process shall repeat itself.
- c) For the purpose of equalizing the distribution of overtime, an employee who is offered but declines an overtime assignment shall be deemed to have worked the hours assigned.
- d) The Union, on request, shall be given a list of the overtime hours worked, the employees offered overtime, the employees directed to work overtime, the employees who worked overtime and the number of hours each employee so worked.

Section 5. Call Back Pay

Any employee called back to work outside of his/her regularly scheduled shift or on his/her scheduled days off shall be paid a minimum of two (2) hours pay at the rate of time and one-half the regular rate. If the employee has been called back to take care of an emergency, the Employer shall not require the employee to work for the entire two (2) hour period by assigning the employee non-essential work.

Section 6. Standby Pay

An employee is only entitled to standby pay if he/she is required by the Employer to be on standby, i.e. if the employee is required to remain at home or a fixed place and is not free to engage in his/her own pursuits. An employee entitled to standby pay shall receive four (4) hours pay at the applicable rate for each day or portion thereof whether required to work or not. Provided, however, such employee shall not receive standby pay if he/she was not available upon call by the Employer during such standby time.

Section 7. Compensatory Time

- a) In those bargaining units where the regular work week is less than forty (40) hours per week, the Employer may elect to pay the employee for overtime hours worked only for the first five (5) overtime hours worked in each work week, by giving compensatory time off at the rate of one and one-half (1-1/2) hours compensatory time for each such overtime hour worked.
- b) No employee may accumulate more than forty (40) hours compensatory time.
- c) All overtime hours for employees whose work week is forty (40) hours and all overtime hours not covered by (a) and (b) shall be paid at the rate of one and one-half times the employees regular rate of pay.
- d) Scheduling of taking compensatory time off shall be by mutual agreement.

Employee Name:

2024 DATE	Vacation	Merit	Ca. 12. 12	C:-I-	Davasasi	N- D- /Oth
Balance Forwarded		ivierit	Comp g gays,∠nrs,	Sick	Personal	No Pay/Oth
Prior Year	20 days	0	46 min	107 days	0	0
January - EARNED	0	4	0	12 days	3 days	0
January Benefits Available	20 days	4 days	9 days,2hrs, 46 min	119 days	3 days	O
1/4 & 1/5			4 hrs Earned			
1/8/24			(1 day)			
1/16/24			(1 day)			
1/17/24			(3 hrs)			
1/18/24-1/23/24			(3 days)			
1/24-1/26/24			<u> </u>	(3 days)		
1/29/24-1/30/24				(2 days)		
						· · · · · · · · · · · · · · · · · · ·
February			4 days, 3 hrs,			
Benefits Available	20 days	4 days	46 min	114 days	3 days	0
2/27/24			1 hr 8 min Earned			
				- ,		
March			4 days, 4 hrs,			
Benefits Available	20 days	4 days	54 min	114 days	3 days	0
		· · · · · · · · · · · · · · · · · · ·	6 hrs 30 min			,
3/1/24 & 3/23/24			Earned			
3/5/24				(2 hrs)		
3/7/24				(4hrs)		
3/8/24	(1 day)	, nanururu				
3/11-3/14/24	(4 days)					
3/15/24			(1 day)			
3/18/24		1		(1 day)	?	
3/20/24				(3hrs 30 min)		
3/22/24				(3 hrs)		
3/27/24				(5 hrs 30 min)		
3/28/24				(1 day)		

2024						İ
DATE	Vacation	Merit	Comp	Sick	Personal	No Pay/Othe
April			4 days, 4 hrs,			Bereavement
Benefits Available	15 days	4 days	24 min	109 days, 3 hrs	3 days	Days
4/1,4/2,4/3						(3 days)
4/4-4/5 & 4/8/24				(3 days)		
4/11/24			2 hrs 45 min			
4/11/24 4/12/24			Earned (1 day)			
4/15/24			(2 hrs)			
7/10/27			1 hr 53 min	-		
4/16/24			Earned			
. / /			2 hrs 38 min			
4/18/24			Earned	-		
4/19/24			(1 day)			
4/22 & 4/23/24			hrs 38 min Earn			
4/25/24		2	hrs 38 min Earn	ed		
4/26/24			(1 day)			
4/27/24			6 hrs Earned			
May			3 days, 6 hrs,		ting the second	
Benefits Available	15 days	4 days	5 days, 6 ilis, 54 min	106 days, 3 hrs	3 days	0
5/2 & 5/3/204	15 days	the state of the s	hrs 30 min Earn	N. O. A.	3 uays	<u> </u>
5/10/24		<u>- 4</u>	(1 day)	eu I	······································	
5/14 & 4/15/24			3 hrs 8 min Earne	74		
5/22/24			(1 day)	Ĭ		
5/24-5/27/24		10	O hrs 30 min Earn	ned		
5/31/24			(1 day)			
June			3 days, 4 hrs	106 days,		
Benefits Available	15 days	4 days	2 min	3 hrs	3 days	0
6/3-6/7/24	(5 days)					· · · · · · · · · · · · · · · · · · ·
6/10-6/14/24	(5 days)					
6/20-6/22,6/26,6/27, 6/29/24	(j - j	2.	2 hrs 38 min Earn	ned.		
6/25/24			(4 hrs)	ıu		
6/28/24			(1 hr)			
-,,			(2.111)			
		· · · · · · · · · · · · · · · · · · ·				

				W		

Employee Name:

2024 DATE	Vacation	Merit	Comp	Sick	Personal	No Pay/Other
July	Vacation	IVICITE	Comp	106 days,	i Cisonai	ito ray, other
Benefits Available	5 days	4 days	6 days, 40 min		3 days	0
Anniversay - EARNED	20 days		0 0		0	0
Total July				0 106 days, 3		
Benefits Available	25 days	4 days	6 days, 40 min	hrs	3 days	0
7/2/24			(1 hr 30 min)			
7/2-7/4/24		9	hrs 23 min Earn	ed		
7/5/24			(1 day)			
7/11,7/12,7/15			(3 days)		Contraction of the National Assessment of the Contraction of the Contr	
7/18/24		3	hrs 45 min Earn	ed		
7/19/24		20	(40min)			
7/19-7/24/24		20	hrs 15 min Earn	lea I		
7/25,7/26,7/29 7/30 & 7/31/24		F	(3 days) hrs 16 min Earne			
7/30 & 7/31/24		3	III TO IIIIII Earli	eu		

August			4 days, 2 hrs, 8	106 days, 3		
Benefits Available	25 days	4 days	min	hrs	3 days	0
8/2/24			hr 30 min Earne	ed		
8/8/24			3 hrs Earned		***************************************	
8/9/24			(1 day)			
8/10/24			4 hrs Earned		- W. C.	
8/15/24			(1 day)			
8/16/24		3	hrs 45 min Earne	ed		
8/20,8/23,8/24		6	hrs 45 min Earne	ed		***************************************
8/23/24			(1 hr)			
8/28 & 8/31/24			6 hr Earned			
		Permanental de la companya del companya de la compa				
September	25 -1		5 days, 5 hrs	106 days, 3	2.	
Benefits Available	25 days	4 days	8 min	hrs	3 days	0
9/4/24 9/11/24			3 hrs Earned			
9/16/24		(1 day) (1 hr)				
9/18 & 9/19/24		51	hrs 38 min Earne	h.d		
9/20/24		J	(1 hr)		AND THE REAL PROPERTY.	
9/21/24			3 hrs Earned			
9/23-9/26/24			15 hrs 15 min	1		
9/27/24			(1 day)			
A	***************************************		(2 00)	7		

Employee Name:

2024 DATE	Vacation	Merit	Comp	Sick	Personal	No Pay/Other
October			7 days, 2 hrs	106 days, 3		
Benefits Available	25 days	4 days	1 min	hrs	3 days	0
10/1/24			3 hrs Earned	X.		
10/2/24			(5 hrs)			
10/3-10/5/24		11	hrs 38 min Earr	ned		
¥ 10/7/2024	(1 day)					
10/9/24			(1 hr)			
10/11/24		2	hrs 15 min Earn	ed	The state of the s	
10/18/24	(1 day)					
10/21& 10/22/24		10	0 hr 53 min Earn	ed		
10/25/24			(2hrs)			
10/28/24	(1 day)					
10/29& 10/30/24			3 hrs Earned			
November			10 days,3 hrs,	106 days, 3		
Benefits Available	22 days	4 days	31 min	hrs	3 days	0

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Appropriation:

002-5021.01-024-180

Pay Period:

9/22/2024-10/5/2024

Hourly Rate

\$30.39

Shelby County Health Department - Paid Payroll Record 1700 W. South 3rd St., Shelbyville, Illinois 62565

Employee Time	Sheet	Morning		Afte	rnoon			
Week end of	9/28/2024	Time In	Lunch Starts		Time Out	Regular Hrs	Holiday Pay	Total Pay
Sunday	9 22					0.00		iş -
Monday	Alten	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Tuesday	9 24	8:00 AM	12:00 PM		4:00 PM			\$ 212.73
Wednesday	9 /28	8:00 AM	12:00 PM	1:00 PM	4:00 PM	1977 of the radio, adolescent to the factor and de-		\$ 212.73
Thursday	7 24	8:00 AM	12:00 PM	1:00 PM	4:00 PM	***************************************		\$ 212.73
Friday	9/57	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Saturday	A 563		H			0.00		1819 000 2127/3
Week end of	10/5/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	
Sunday	A (24)		THE PARTY OF THE P	white the complete section (Billion Islandillordia MUS	0.00	HOIUayray	10) (3) (3) (3) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4
Monday	A Iso	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Tuesday	rizi i	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		Marian Control of the
Wednesday	10 2	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Thursday	io e lou	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Friday	WILL	8:00 AM	12:00 PM	1:00 PM	4:00 PM	consistent a Protection of the configuration of		\$ 212.73
aturday	ie (#5	***************************************		2.001101	4.00 1101	7.00		\$ 212.73
	- Constitution - Cons				TOTAL	0.00 70.00	0.00	\$ 2,127.30

ARPA Funds			
	Hours	Per Hour	Total
Appropriation: 001-024-50510	70.00	\$1.00 \$	70.00

Adjusted

Hourly Rate:

\$31.39

Total Gross

\$ 2,197.30

Employee's Signature:

Administrator's Signature:

10-7-24

9/23-9/21/24 NO TIME RECORDED EVER 7 HOUR DAY WHERE DOES 15 HOURS 15 MW. COME FROM?

9/27/24 - MINIUS 1 DAY (7 HOURS) TIMESHEET REPLECTS
THAT THE EMPLOYEE WAS AT WELL
10/1/24 TIME SHEET DEPLECTS NO OF FOR COMP FARALLO
10/2/24 TIME SHEET DEPLECTS 7 HOURS WORKED. NO
COMP USED.

compused. 10/3-10/5/24 TIMESHEED DOES NOT DEFLECT 1/48538MINI
COMP EARLIED 1

Appropriation:

002-5021.01-024-180

Pay Period:

10/6/2024-10/19/2024

Hourly Rate

\$30.39

Shelby County Health Department - Paid Payroll Record

1700 W. South 3rd St., Shelbyville, Illinois 62565

Employee Time	Sheet	Morning		Afte	rnoon	DO BENEFIC		ningen er
Week end of	10/12/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	Total Pay
Sunday	10/1/				21.16.20.16.20.1,435.17.1.11.61.2	0.00		\$ -
Monday	1917	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212,73
Tuesday	1018	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00	dalah kerakatan	\$ 212.73
Wednesday	10 9	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Thursday	10/10	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Friday	whi	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Saturday	10[12					0.00	\$1000 C. C. S. S. L.	\$ -
Week end of	10/19/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	
Sunday	10/13					0.00		Š
Monday	10/14/2024					0.00	7.00	\$ 212.73
Tuesda y	10(15	MA 00:8	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Wednesday	10 live	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7,00	division in vise	\$ 212.73
Thursday	10 17	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Friday	10 110	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Saturday	vele					0.00		\$ -
					TOTAL	63.00	7.00	Maria de la companya della companya

ADDA F			
ARPA Funds	Hours	Per Hour	Total
Appropriation: 001-024-50510	70.00	\$1.00	\$ 70.00

Adjusted

Hourly Rate:

\$31.39

Total Gross

Pay

\$ 2,197.30

Employee's Signature:

Administrator's Signature:

Date:
Date: 10/9 TIMESHUE DOES NOT REPLECT 2:15 comp GARDI.
10/11/2024 TIMESHUE DOES NOT REPLECT 2:15 comp GARDID.
10/18/2024 TIMESHUED DOES NOT REPLECT VALATION USED!

Appropriation:

002-5021.01-024-180

Pay Period:

10/20/2024-11/02/2024

Hourly Rate

\$30.39

Shelby County Health Department - Paid Payroll Record 1700 W. South 3rd St., Shelbyville, Illinois 62565

Employee Time	Sheet	Mo	rning	Afte	rnoon		ing (glaing an sa sa	報送的資料を行っており
Week end of	10/26/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	Total Pay
Sunday	(e)20					0.00		\$ -
Monday	le e	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Tuesday	(S) (222-	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Wednesday	022	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Thursday	10/24	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Friday	reps	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Saturday	10/26					0.00		\$ -
Week end of	11/2/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	
Sunday	© (2.7					0.00		\$ -
Monday	6/250	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00	Wê sangera k	\$ 212.73
Tuesday	10/29	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Wednesday	10 80	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Thursday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Friday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Saturday						0.00		\$
	*				TOTAL	70.00	0.00	\$ 2,127.30

ARPA Funds	Hours	Per Hour	To	tal
Appropriation: 001-024-50510	70.00	\$1.00		70.00

Adjusted

Hourly Rate:

Employee's Signature:

\$31.39

Total Gross Pay

2,197.30

Administrator's Signature:

Date:

29+30 TIMESHOET DOES NOT

Appropriation:

002-5021.01-024-180

Pay Period:

11/3/2024-11/16/2024

Hourly Rate

\$30.39

Shelby County Health Department - Paid Payroll Record 1700 W. South 3rd St., Shelbyville, Illinois 62565

Employee Time	Sheet	Mo	rning	Afte	rnoon	his control of	N. C. C.	
Week end of	11/9/2024	Time In	Lunch Starts	Lunch Ends	TimeOut	Regular Hrs	Holiday Pay	Total Pay
Sunday	0.3					0.00		and the second of the second
Monday	0(4)24	8:00 AM	12:00 PM	1:00 PM	4:00 PM	The state of the s		\$ 212.73
Tuesday	11/5/2024					CALCULATION OF THE STATE OF THE		Above control of the state of
Wednesday	W/Ce tzy	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00	7.00	\$ 212.73
hursday	W 7 24	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00	100	\$ 212.73
ridaly	11/2/24	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00	and the second	\$ 212.73 \$ 212.73
aturday	1119 24					0.00	96.514	γ <u>ζιζ./Ο</u>
Veek end of	11/16/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	101-162 - 5	\$
unday	n no					Service Commission of the Comm	Holiday Pay	d dist
/londay	11/11/2024					0.00		\$ -
uesday	Who.	8:00 AM	12:00 PM	1.00 014	4.00 = 1	0.00	7.00	\$ 212.73
/ednesday	1113	8:00 AM		1:00 PM	4:00 PM	7.00		\$ 212.73
nursday	La France		12:00 PM	1:00 PM	4:00 PM	7.00	The Control	\$ 212,73
		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
iday aturday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
arrente etA	TEC/IV					0.00	The heart that we also be seen to be	\$
	,				TOTAL	56,00		\$ 2,127.30

CASH IN COMP TIME *				Monthey
Appropriation: 002-024-50500 Overtime	Hours	Per Hour	Total	
* Par Unit	56.00	\$30.39	\$ 1,701.8	34

* Per Union Contract

UNLOW CONTRACT CHEARLY STATES NO MEDE THAN 40 HOURS OF comp can BE

ARPA Funds Appropriation: 001-024-50510	Hours	Per Hour	Total
Appropriation: 001-024-50510	70.00	\$1.00	\$ 70.00

Adjusted

Hourly Rate:

\$31.39

imployee's Signature:

dministrator's Signature:

Total Gross Pay

3,899.14

Date:

Employee Name:

2024						
DATE	Vacation	Merit	Comp	Sick	Personal	No Pay/Other
Balance Forwarded Prior Year	0	0	1 hr 23 min	2 hrs	2 days, 3 hrs	0
January - EARNED	5 days	5 days	0	12 days	0	0
January						
Benefits Available	5 days	5 days	1hr, 23 min	12 days, 2 hrs	2 days, 3 hrs	0
1/5/2024					(1 day)	
1/9/2024			3 hrs Earned			
1/17/2024			(15 min)	4		
1/29/2024				(3hr)		
February						
Benefits Available	5 days	5 days	4hrs 8 min	11 days 6 hrs	1 day 3 hrs	0
		The state of the s	2hrs 38 min			Name - Company -
2/13/24			Earned			
2/14/24			/1 F im \		(1 day)	***************************************
2/15/24 2/26/24			(15min)	(3hrs)		
				(311.3)		
			·			
· · · · · · · · · · · · · · · · · · ·						
March						
Benefits Available	5 days	5 days	6 hrs 31 min	11 days, 3hrs	3 hrs	0
3/4/24		(1 day)				
3/11/24				(15 min)		
3/12/24	·		3 hrs Earned			
3/25/24				(2 hrs)		
April			1 day, 2hrs,	11 days,		
Benefits Available	5 days	4 days	31 min	45 min	3 hrs	0
4/2/24				(1 day)		
4/4/24		la l	<u>+</u> 2	(1 day)		
4/18/24		(1 day)				
4/23/24		(1 day)	5 hrs 38 min			
4/24/24			Earned			
4/29/24				(4 hrs)		

2024				C: -1-	Demo'	No Dec /Ort
DATE	Vacation	Merit	Comp	Sick	Personal	No Pay/Oth
May			2 days, 1 hr	8 days, 3 hrs,		
Benefits Available	5 days	2 days	9 min	45 min	3 hrs	0
5/2/24		(1 day)				
5/7/24				(4hrs)		
5/13/24					(1hr,40 min)	
5/14/24			1hr 53 min Earned			
5/16/24	-			(1 day)	2.4	
5/21/24				(1 day)		
5/31/24			(2 hrs)			
June			2 days, 1 hr,	5 days, 6hrs,		
Benefits Available	5 days	1 day	2 min	45min	1hr, 20 min	0
June- 2yr Service						
EARNED	5 days	0	0	0	0	0
6/10/24		(1 day)				
			3 hrs 45 min			
6/11/24			Earnerd			
6/14/24					(45 min)	
6/28/24	(1 day)					
July	J.		2 days,4 hrs,	5 days, 6hrs,		
Benefits Available	9 days	0	47 min	45min	35 min	0
7/5/24	(1 day)					
7/19/24			(3hrs)			
7/22/24	(1 day)	· .				
7/23/24			6 hrs Earned			
7/30/24			23 min Earned			
August	7 days		3 days, 1 hr, 10			
Benefits Available		0	min `	45min	35 min	0
8/5/24				(1 day)		
-7-7]		2 hr 8 min			
8/13/24			Earned			
			Earned	(3 hrs)		
8/13/24		· · · · · · · · · · · · · · · · · · ·	(25 min)	(3 hrs)	(35 min)	

Employee Name:

2024 DATE	Vacation	Merit	Comp	Sick	Personal	No Pay/Othe
September	7 days		3 days,	4 days, 3 hrs,		
Benefits Available		0	53 min	45 min	0	0
EARNED Tilme	0	0	o	0	3 days	o
9/3/24			(3 hrs)			
9/10/24			2 hrs 23 min Earned			
9/12/24				(1hr 30 min)		
9/19/24			7 hrs 30 min Earned			
9/20/24				(3 hrs)		
9/24/24			1 hr 30 min Earned			
9/25/24			30 min Earned			
9/26/24	(1 day)		# 1			
October	6 days		4 days, 2 hrs	3 days, 6 hrs		
Benefits Available	,	0	46 min	15 min	3 days	0
10/3/24			(1 hr)			A
10/10/24	(1 day)					
10/11/24	(1 day)					
10/22/24 10/25/24		***************************************	30 min Earned	(4 -1)		
10/23/24				(1 day)		
		TO THE RESERVE OF THE STATE OF				
November Benefits Available	4 days	0	4 days, 2 hrs, 16 min	2 days, 6 hrs, 15 min	3 days	0

Appropriation:

002-5032.01-024-621

Pay Period: **Hourly Rate** 8/25/2024-9/7/2024

\$22.02

Non-union

Shelby County Health Department - Paid Payroll Record 1700 W. South 3rd St., Shelbyville, Illinois 62565

Employee Time S	neet	M	orning	After	noon				
Week end of	8/31/2024	Time In	Lunch Starts	Lunch Ends		Regular Hrs	Holiday Pay	Total Pay	n T
Saturday 🔀 🖳				THE PARTY OF THE P	ttonessortmetenio (nec	0.00		Гения (Осан Бау)	
Monday	5/5/8	8:00 AM	12:00 PM	1:00 PM	4:00 PM			\$ 154:14	
Tuesday	E 27	8:00 AM	12:00 PM			Allegania and Albania and Albania		Participation of the second of	
Wednesday		8:00 AM	12:00 PM	1:00 PM		Total State Comment of the Comment o		With a text and a contract to the contract	
Thursday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		Tristant / Windows and transfer the contrates	-
Friday	E /Fai	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14	ADDA = 1
Saturday	861		***************************************	2.001111	4.00110	0.00			ARPA End
Week end of	9/7/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs		\$ -	
Saturday	G _i In	Asset Control of Charles Colors		likandikudil mesendi		0.00	noliday Pay	Table 2 control of the control of th	
Vionday	9/2/2024	, , , , , , , , , , , , , , , , , , ,				targerate some of the street		\$ -	
Tuesday	Alla	8:00 AM	12:00 PM	1:00 PM	4:00 PM	0:00	7.00	\$ 154.14	
Wednesday	314	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00 7.00		\$ 154.14	
Thursday	415	8:00 AM	12:00 PM	1:00 PM		-		\$ 154.14	
riday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14	
aturday	a 1-7	3,00 7,141	12.00 101	1.00 5/01	4:00 PM	7.00		\$ 154.14	
CONTRACTOR ACTIONS OF THE STREET					High in the state of the state	0.00	Haran parameter	5	
					TOTAL	63.00	7.00	\$ 1,541.40	

ARPA' Funds	Hours	Per Hour	Total
Appropriation: 001-024-50510	, 35.00	\$1.00	

Adjusted Hourly

Rate:

\$23.02

Gross Pay

\$ 1,576.40

Employee's Signature:

Administrator's Signature:

Appropriation:

002-5032.01-024-621

Pay Period: Hourly Rate 9/8/2024-9/21/2024

\$22.02

Non-Union

Shelby County Health Department - Paid Payroll Record

1700 W. South 3rd St., Shelbyville, Illinois 62565

Employee Time She	etille	M	orning	After	noon			
Week end of	9/14/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regulan Hrs	Holiday Pay	Total Pay
Saturday 📥 🕕				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	011000100010000000000000000000000000000	0.00		Ś –
Monday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Tuesday	a jua	8:00 AM	12:00 PM		4:00 PM	7.00		\$ 154.14
Wednesday	a u	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		THE PARTY STATE OF THE PARTY OF
Thursday	a liz-	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14 \$ 154.14
riday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		General Control Control of the Control
aturday						0.00		
Veek end of	9/21/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	\$ -
aturday 🐔 🛝			Innamental inneresta	Distribution Helicipal States	Marie Control of the	0.00		\$ -
/londay		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		DESCRIPTION OF THE PARTY OF THE
uesday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	SINCE THE PROPERTY OF THE PROP		\$ 154.14
Vednesday	alle	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00 7.00		\$ 154.14
hursday	9114	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
riday	en hin	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
aturday			22,001101	T/OO 1.101	4.00 PM	****		\$ 154.14
- Continue and the state of the	Element and Sept. (Sept. 1997)					0.00		\$
				L	TOTAL	70:00	0.00	\$ 1,541.40

ARPA Fund	s	House	D11			
Appropriation	n: 001-024-50510	Hours	Per Hour		Total	
		70.00	\$1.00	\$	70.00	
AKPA Fund	ls Back Pay 9/1/24-9/7/24			5	35.00	
Adjusted He	ourly				33.00	
10 10 10 10 10 10 10 10 10 10 10 10 10 1	NS-NS-NS-NS		Total Gross			
Rate:	\$23.02		Pay	\$	1,646.40	
	1		, L			

Administratorissignature

Pare 9-23-24

9/10 TIMESHEET DOES MET DEPLECT 2:23 COMP EARNED

9/12 TIMESHEET DOES MET DEPLECT 1:30 SVK USED

9/19 TIMESHEET DOES MET DEPLECT 7:30 COMP EARNED

9/19 TIMESHEET DOES MET DEPLECT 7:30 COMP EARNED

9/19 TIMESHEET DOES MET DEPLECT 7:30 COMP EARNED

9/10 TIMESHEET DOES MET DEPLECT 3:00 SKK USED.

Appropriation:

002-5032.01-024-621

Pay Period:

9/22/2024-10/5/2024

Hourly Rate

\$22.02

Shelby County Health Department - Paid Payroll Record 1700 W. South 3rd St., Shelbyville, Illinois 62565

Employee Time Sh	eet	V	lorning	After	noon			Salasan salasan kan kan kan kan kan kan kan kan kan k
Week end of	9/28/20		Lunch Starts	Lunch Ends		Regular Hrs	Holiday Pay	Total Pay
Saturday 📆 👢	9 72			, , , , , , , , , , , , , , , , , , ,	ACCUMENTATION OF THE PERSON	0.00		\$.
Monday			12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Tuesday	A LAN	8:00 AM	12:00 PM	1:00 PM		7.00		\$ 154.14
Wednesday	A DE	8:00 AM	12:00 PM	1:00 PM		7.00		SPECIES OF THE PROPERTY OF THE PARTY OF THE
Thursday	A DAG	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		2018/01/Selptionistance
riday	8/27	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14 \$ 154.14
aturday				77,0400		0.00		\$ 154,14
Week end of	10/5/202	14 Time in	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	
aturday 🚞 👢	94 (2)A			THE STATE OF THE S	and the second second	0.00	JUNUAY PAY	in an ann an a
Vlonday	9 30	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
uesday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		ICANA CONTRACTOR AND
Vednesday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		ELVERSON SECTIONS AND A CONTRACTOR
hursday	lo la	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		Additional programme of
riday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		1107 (A. 20) (Desp. to Vinday & West
aturday	ib is	And a			7.001141	0.00		\$ 154.14 \$
		 			TOTAL	70.00	0.00	\$ 1,541,40

ARPA Funds		······································	
Appropriation: 001-024-50510	Hours	Per Hour	Total
Lybrighterious ont-054-20210	70.00	\$1.00	70.00

Adjusted Hourly

Rate:

\$23.02

Total Gross

\$ 1,611.40

Employeeis:Signature:

Administrator's Signature

Date

10-7-26

1/24 TIMESHEET DOES NET DEPLET 1:30 EARNED

1125 TIMESPEEL DOES MOL

DEPLECT VALORENTE

10/3 TIMBELLET DOES NOT REPLECT I HOUR COMP USED

Appropriation:

002-5032.01-024-621

Pay Period:

10/6/2024-10/19/2024

Hourly Rate

\$22.02

Shelby County Health Department - Paid Payroll Record 1700 W. South 3rd St., Shelbyville, Illinois 62565

Employee Time Shee	t	M	orning	After	noon			regaliszt válkásta számák
Week end of	10/12/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	Total Pay
Saturday 5	ve lo				410-10-10-10-10-10-10-10-10-10-10-10-10-1	0.00	1	c iotair ay
Monday		8:00 AM	12:00 PM	1:00 PM	4:00 PM			\$ 154.14
Tuesday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7,00		\$ 154.14
Wednesday	Ø (4)	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Thursday	ile like	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Friday	us luc	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00	Arte de la company	\$ 154.14
Saturday						0.00		\$
Week end of	10/19/2024	Time in	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	Williamash Billish leva
Saturday				2314	Bellishe De Bijesanjajishija	0.00		\$
Monday	10/14/2024					0.00	7.00	\$ 154,14
Tuesday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00	3 a	\$ 154.14
Wednesday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Thursday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
riday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Saturday	lo la			****		0.00		\$ -
•					TOTAL	63.00	7.00	\$ 1,541.40

ARPA Funds	Hours	Per Hour	Total
Appropriation: 001-024-50510	70.00	\$1.00	\$ 70.

Adjusted Hourly

Rate:

\$23.02

Total Gross Pay

\$ 1,611.40

Employee's Signature:

Administrator's Signature:

Date:

10-18-24

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NOT

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REPUSET

VALATION

002-5032.01-024-621

Appropriation: Pay Period:

11/3/2024-11/16/2024

Hourly Rate

\$22.02

Shelby County Health Department - Paid Payroll Record

1700 W. South 3rd St., Shelbyville, Illinois 62565

Employee Time Shee	ti, i i i i i i	in a livid	orning.	Aften	noen			
Week end of	11/9/2024	TimeIn	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	Total Pay
Saturday						0.00)\$/[
Monday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$,154.14
Tuesday	11/5/2024					0.00	7.00	\$ 154,14
Wednesday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Thursday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Finday .		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Saturday 110						0.00		\$ 1.50
Week end of	11/16/2024	Timelln	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	
Saturday						0100		\$ -
Monday	11/11/2024					0.00	7.00	l\$ 154.14
Tuesday ***		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Wednesday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154,14
Thursday	100	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00	Bara Barana	\$. 154.14
Friday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Saturday						0.00		\$
					T(OTTAIL)	(56.00	14.00	\$ 1,540/40
CASH IN COMP TIME *					Hours	Per Hour	Total	
Appropriation: 002-024-50500 Overtime						28.00	\$22.02	\$ 616.56

^{*} Per SCHD Personnel Policy

ARPA Fund	s	Hours	Per Hour	Total
	n: 001-024-50510	70.00	\$1.00	\$ 70.00
Adjusted H	ourly		Total Gross	
Rate:	\$23.02		Pay	\$ 2,227.96
EmployeesS	gnature:			
Administrate	or sisignature:	Date	11-15	5-24

- and such arrangements shall not be denied unreasonably. Employees attending grievance meetings shall normally be those having direct involvement in the grievance.
- b) Meeting Space and Telephone Use: Upon reasonable request, the employee and Union representative shall be allowed the use of an available appropriate room while investigating or processing a grievance; and, upon prior general approval, shall be permitted the reasonable use of telephone facilities for the purpose of investigating or processing grievances, so long as such use does not unduly interfere with the normal operations of the County. Such use shall not include any long distance or toll calls at the expense of the Employer.

Section 5. Advanced Grievance Step Filing

Certain issues which by nature are not capable of being settled at a preliminary step of the Grievance Procedure or which would become moot due to the length of time necessary to exhaust the grievance steps, may by mutual agreement be filed at Step 3.

Section 6. Pertinent Witnesses and Information

Except as otherwise provided in Step 4, the Union may request the production of specific documents, books, papers or witnesses reasonably available from the Employer and substantially pertinent to the grievance under consideration. Such request shall not be unreasonably denied, and if granted shall be in conformance with applicable laws, and rules issued pursuant thereto, governing the dissemination of such materials.

Section 7. Limitation on Grieving

In the event of a grievance, the employee shall perform his/her assigned work task and grieve his/her complaint later, unless the employee reasonably believes that the assignment endangers his/her safety.

ARTICLE XXI RECORDS AND FORMS

Section 1. Attendance Records

The Employer shall maintain accurate, daily attendance records. An employee shall have the right to review his/her time and pay records on file with the Employer.

Section 2. Records

All public records of the Employer shall be available to inspection upon written request by the Union.

Section 3. Undated Forms

No Supervisor or other person in a position of authority shall demand or request that an employee sign an undated or any blank form. No employee shall be required to sign such a form. Any such demand shall entitle the employee immediate appeal to the Office-Holder or Department Head.

(820 ILCS 105/8) (from Ch. 48, par. 1008)

Sec. 8. Every employer subject to any provision of this Act or of any order issued under this Act shall make and keep for a period of not less than 3 years, true and accurate records of the name, address and occupation of each of his employees, the rate of pay, and the amount paid each pay period to each employee, the hours worked each day in each work week by each employee, and such other information and make such reports therefrom to the Director as the Director may by regulation prescribe as necessary or appropriate for the enforcement of the provisions of this Act or of the regulations thereunder. Such records shall be open for inspection or transcription by the Director or his authorized representative at any reasonable time as limited by paragraph (a) of Section 7 of this Act. Every employer shall furnish to the Director or his authorized representative on demand a sworn statement of such records and information upon forms prescribed or approved by the Director. Each worker employed at the learner rate must be designated as such on the payroll record kept by the employer, with the learner's occupation shown.

(Source: P.A. 77-1451.)

(820 ILCS 140/3) (from Ch. 48, par. 8c)

Sec. 3. Every employer shall permit its employees who are to work for 7 1/2 continuous hours or longer, except those specified in this Section, at least 20 minutes for a meal period beginning no later than 5 hours after the start of the work period.

This Section does not apply to employees for whom meal periods are established through the collective bargaining process.

This Section does not apply to employees who monitor individuals with developmental disabilities or mental illness, or both, and who, in the course of those duties, are required to be on call during an entire 8 hour work period; however, those employees shall be allowed to eat a meal during the 8 hour work period while continuing to monitor those individuals.

This Section does not apply to individuals who are employed by a private company and licensed under the Emergency Medical Services (EMS) Systems Act, are required to be on call during an entire 8-hour work period, and are not local government employees; however, those individuals shall be allowed to eat a meal during the 8-hour work period while on call.

(Source: P.A. 100-1067, eff. 8-24-18.)

(820 ILCS 140/5) (from Ch. 48, par. 8e) Sec. 5.

Every employer shall keep a time book showing the names and addresses of all employees and the hours worked by each of them on each day, and such time book shall be open to inspection at all reasonable hours by the Director of Labor. (Source: P.A. 78-917.)

(820 ILCS 140/6) (from Ch. 48, par. 8f)

Sec. 6. The Director of Labor shall be charged with the duty of enforcing the provisions of this Act and prosecuting all violations thereof and may make, promulgate and enforce such reasonable rules and regulations relating to the administration and enforcement of the provisions of this Act as may be deemed expedient. The violation of any rule or regulations so prescribed shall be deemed a violation of the Act. (Source: P.A. 80-1294.)

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(820 ILCS 140/7) (from Ch. 48, par. 8g)
Sec. 7.
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Any employer who violates any of the provisions of this Act, shall be guilty of a petty offense, and shall be fined for each offense in a sum of not less than \$25 nor more than \$100.

(Source: P.A. 77-2418.)

14.14

U.S. Department of Labor

Wage and Hour Division



Fact Sheet #21: Recordkeeping Requirements under the Fair Labor Standards Act (FLSA)

This fact sheet provides a summary of the FLSA's recordkeeping regulations, 29 CFR Part 516.

Records To Be Kept By Employers

Highlights: The <u>FLSA</u> sets <u>minimum wage</u>, <u>overtime pay</u>, recordkeeping, and <u>youth employment standards</u> for employment subject to its provisions. Unless exempt, covered employees must be paid at least the <u>minimum wage</u> and not less than one and one-half times their regular rates of pay for <u>overtime</u> hours worked.

Posting: Employers must display an official poster outlining the provisions of the Act, available at no cost from local offices of the Wage and Hour Division and toll-free, by calling 1-866-4USWage (1-866-487-9243). This poster is also available electronically for downloading and printing at http://www.dol.gov/osbp/sbrefa/poster/main.htm.

What Records Are Required: Every covered employer must keep certain records for each non-exempt worker. The Act requires no particular form for the records, but does require that the records include certain identifying information about the employee and data about the hours worked and the wages earned. The law requires this information to be accurate. The following is a listing of the basic records that an employer must maintain:

- 1. Employee's full name and social security number.
- 2. Address, including zip code.
- 3. Birth date, if younger than 19.
- 4. Sex and occupation.
- 5. Time and day of week when employee's workweek begins.
- 6. Hours worked each day.
- 7. Total hours worked each workweek.
- 8. Basis on which employee's wages are paid (e.g., "\$9 per hour", "\$440 a week", "piecework")
- 9. Regular hourly pay rate.
- 10. Total daily or weekly straight-time earnings.
- 11. Total overtime earnings for the workweek.
- 12. All additions to or deductions from the employee's wages.
- 13. Total wages paid each pay period.
- 14. Date of payment and the pay period covered by the payment.

How Long Should Records Be Retained: Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages. These records must be open for inspection by the Division's representatives, who may ask the employer to make extensions, computations, or transcriptions. The records may be kept at the place of employment or in a central records office.