

## **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;

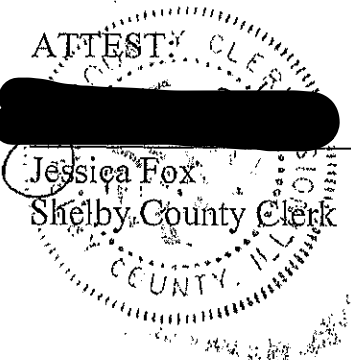
**IT IS HEREBY RESOLVED**, that the Shelby County Treasurer's office is hereby designated as the primary Human Resources office for Shelby County. This office will be responsible for new employee paperwork, FMLA paperwork, manage IMRF, as authorized agent for Shelby County, oversee the Health Insurance 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

ATTEST CLERK  
  
Jessica Fox  
Shelby County Clerk



- 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.

**BENEFIT TIME JANUARY 2024 - OCTOBER 2024**

**Employee Name:** [REDACTED]

<b>2024 DATE</b>	<b>Vacation</b>	<b>Merit</b>	<b>Comp</b>	<b>Sick</b>	<b>Personal</b>	<b>No Pay/Other</b>
<b>Balance Forwarded Prior Year</b>	20 days	0	9 days, 2hrs, 46 min	107 days	0	0
<b>January - EARNED</b>	0	4	0	12 days	3 days	0
<b>January Benefits Available</b>	20 days	4 days	9 days, 2hrs, 46 min	119 days	3 days	0
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				(3 days)		
1/29/24-1/30/24				(2 days)		
<b>February Benefits Available</b>	20 days	4 days	4 days, 3 hrs, 46 min	114 days	3 days	0
2/27/24			1 hr 8 min Earned			
<b>March Benefits Available</b>	20 days	4 days	4 days, 4 hrs, 54 min	114 days	3 days	0
3/1/24 & 3/23/24			6 hrs 30 min Earned			
3/5/24				(2 hrs)		
3/7/24				(4hrs)		
3/8/24	(1 day)					
3/11-3/14/24	(4 days)					
3/15/24			(1 day)			
3/18/24				(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)		





BENEFIT TIME JANUARY 2024 - OCTOBER 2024

Employee Name: [REDACTED]

2024 DATE	Vacation	Merit	Comp	Sick	Personal	No Pay/Other
<b>July Benefits Available</b>	5 days	4 days	6 days, 40 min	106 days, 3 hrs	3 days	0
<b>Anniversary - EARNED</b>	20 days	0	0	0	0	0
<b>Total July Benefits Available</b>	25 days	4 days	6 days, 40 min	106 days, 3 hrs	3 days	0
7/2/24			(1 hr 30 min)			
7/2-7/4/24			9 hrs 23 min Earned			
7/5/24			(1 day)			
7/11,7/12,7/15			(3 days)			
7/18/24			3 hrs 45 min Earned			
7/19/24			(40min)			
7/19-7/24/24			20 hrs 15 min Earned			
7/25,7/26,7/29			(3 days)			
7/30 & 7/31/24			5 hrs 16 min Earned			
<b>August Benefits Available</b>	25 days	4 days	4 days, 2 hrs, 8 min	106 days, 3 hrs	3 days	0
8/2/24			1 hr 30 min Earned			
8/8/24			3 hrs Earned			
8/9/24			(1 day)			
8/10/24			4 hrs Earned			
8/15/24			(1 day)			
8/16/24			3 hrs 45 min Earned			
8/20,8/23,8/24			6 hrs 45 min Earned			
8/23/24			(1 hr)			
8/28 & 8/31/24			6 hr Earned			
<b>September Benefits Available</b>	25 days	4 days	5 days, 5 hrs 8 min	106 days, 3 hrs	3 days	0
9/4/24			3 hrs Earned			
9/11/24			(1 day)			
9/16/24			(1 hr)			
9/18 & 9/19/24			5hrs 38 min Earned			
9/20/24			(1 hr)			
9/21/24			3 hrs Earned			
9/23-9/26/24			15 hrs 15 min			
9/27/24			(1 day)			

**BENEFIT TIME JANUARY 2024 - OCTOBER 2024**

**Employee Name:** [REDACTED]

2024 DATE	Vacation	Merit	Comp	Sick	Personal	No Pay/Other
<b>October Benefits Available</b>	25 days	4 days	<b>7 days, 2 hrs 1 min</b>	106 days, 3 hrs	3 days	0
* 10/1/24 *			3 hrs Earned *			
* 10/2/24 *			(5 hrs )			
* 10/3-10/5/24 *			11 hrs 38 min Earned			
* 10/7/2024 *	(1 day)					
* 10/9/24 *			(1 hr)			
* 10/11/24 *			2 hrs 15 min Earned			
* 10/18/24 *	(1 day)					
* 10/21& 10/22/24 *			10 hr 53 min Earned			
* 10/25/24 *			(2hrs)			
10/28/24	(1 day)					
10/29& 10/30/24			3 hrs Earned			
<b>November Benefits Available</b>	22 days	4 days	<b>10 days, 3 hrs, 31 min</b>	106 days, 3 hrs	3 days	0

73 hrs  
31 min



Employee Name: [REDACTED]  
 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		Afternoon		Regular Hrs	Holiday Pay	Total Pay
Week end of	9/28/2024	Time In	Lunch Starts	Lunch Ends	Time Out			
Sunday	9/22					0:00		\$ -
Monday	9/23	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	1:00 PM	4:00 PM	7:00		\$ 212.73
Wednesday	9/25	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 212.73
Thursday	9/26	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 212.73
Friday	9/27	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 212.73
Saturday	9/28					0:00		\$ -
Week end of	10/5/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	
Sunday	9/29					0:00		\$ -
Monday	9/30	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 212.73
Tuesday	10/1	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 212.73
Wednesday	10/2	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 212.73
Thursday	10/3	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 212.73
Friday	10/4	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 212.73
Saturday	10/5					0:00		\$ -
<b>TOTAL</b>						<b>70.00</b>	<b>0.00</b>	<b>\$ 2,127.30</b>

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: [REDACTED]

Administrator's Signature: [REDACTED]

Date: 10-7-24

9/23-9/26/24 NO TIME RECORDED EVER 7 HOUR DAY  
 WHERE DOES 15 HOURS 15 MIN. COME FROM?

9/27/24 - MINUS 1 DAY (7 HOURS) TIMESHEET REFLECTS  
 THAT THE EMPLOYEE WAS AT WORK

10/1/24 TIMESHEET REFLECTS NO OT PER COMP EARNED

10/2/24 TIMESHEET REFLECTS 7 HOURS WORKED. NO  
 COMP USED.

10/3-10/5/24 TIMESHEET DOES NOT REFLECT 11 HRS 38 MIN  
 COMP EARNED!!



Employee Name: [REDACTED]  
 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		Afternoon				
Week end of	10/12/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	Total Pay
Sunday	10/14					0.00		\$ -
Monday	10/17	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Tuesday	10/18	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Wednesday	10/19	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	10/11	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Saturday	10/12					0.00		\$ -
Week end of	10/19/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	
Sunday	10/13					0.00		\$ -
Monday	10/14/2024					0.00	7.00	\$ 212.73
Tuesday	10/15	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Wednesday	10/16	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Thursday	10/17	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Friday	10/18	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Saturday	10/19					0.00		\$ -
<b>TOTAL</b>						<b>63.00</b>	<b>7.00</b>	<b>\$ 2,127.30</b>

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: [REDACTED]

Administrator's Signature: [REDACTED]

Date: 10-18-24

10/7 TIMESHEET DOES NOT REFLECT VACATION USED!  
 10/9 TIMESHEET DOES NOT REFLECT 1 HOUR COMP USED!  
 10/11/2024 TIMESHEET DOES NOT REFLECT 2.15 COMP EARNED  
 10/18/2024 TIMESHEET DOES NOT REFLECT VACATION USED!.



Employee Name: [REDACTED]  
 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		Morning		Afternoon				
Week end of		Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	Total Pay
Sunday	10/20					0.00		\$ -
Monday	10/21	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Tuesday	10/22	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Wednesday	10/23	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	10/25	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	10/27					0.00		\$ -
Monday	10/28	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Tuesday	10/29	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Wednesday	10/30	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Thursday	10/31	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Friday	11/1	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Saturday	11/2					0.00		\$ -
<b>TOTAL</b>						<b>70.00</b>	<b>0.00</b>	<b>\$ 2,127.30</b>

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: [REDACTED]

Administrator's Signature: [REDACTED] Date: 11-1-24

10/21 & 10/22 TIMESHEET DOES NOT REFLECT 10:53 COMP EARNED  
 10/25 TIMESHEET DOES NOT REFLECT 2 HOURS COMP USED  
 10/28 TIMESHEET DOES NOT REFLECT VACATION USED.  
 10/29+30 TIMESHEET DOES NOT REFLECT 3 HOURS COMP EARNED.



Employee Name: [REDACTED]  
 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		Morning		Afternoon		Regular Hrs	Holiday Pay	Total Pay
Week end of		Time In	Lunch Starts	Lunch Ends	Time Out			
Sunday	11/3					0.00		\$
Monday	11/4/24	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Tuesday	11/5/2024					0.00	7.00	\$ 212.73
Wednesday	11/6/24	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Thursday	11/7/24	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Friday	11/8/24	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Saturday	11/9/24					0.00		\$
Week end of	11/16/2024							
Sunday	11/10					0.00		\$
Monday	11/11/2024					0.00	7.00	\$ 212.73
Tuesday	11/12	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Wednesday	11/13	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Thursday	11/14	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Friday	11/15	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 212.73
Saturday	11/16					0.00		\$
<b>TOTAL</b>						<b>56.00</b>	<b>14.00</b>	<b>\$ 2,127.30</b>

CASH IN COMP TIME *	Hours	Per Hour	Total
Appropriation: 002-024-50500 Overtime	56.00	\$30.39	\$ 1,701.84

\* Per Union Contract  
*UNION CONTRACT CLEARLY STATES NO MORE THAN 40 HOURS OF COMP CAN BE ACCUMULATED*

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

Adjusted Hourly Rate: \$31.39  
 Total Gross Pay: \$ 3,899.14

Employee's Signature: [REDACTED]

Administrator's Signature: [REDACTED] Date: 11-15-24

**BENEFIT TIME    JANUARY 2024 - OCTOBER 2024**

**Employee Name:** [REDACTED]

2024 DATE	Vacation	Merit	Comp	Sick	Personal	No Pay/Other
<b>Balance Forwarded Prior Year</b>	0	0	1 hr 23 min	2 hrs	2 days, 3 hrs	0
<b>January - EARNED</b>	5 days	5 days	0	12 days	0	0
<b>January Benefits Available</b>	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)			
1/29/2024				(3hr)		
<b>February Benefits Available</b>	5 days	5 days	4hrs 8 min	11 days 6 hrs	1 day 3 hrs	0
2/13/24			2hrs 38 min Earned			
2/14/24					(1 day)	
2/15/24			(15min)			
2/26/24				(3hrs)		
<b>March Benefits Available</b>	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)		
<b>April Benefits Available</b>	5 days	4 days	1 day, 2hrs, 31 min	11 days, 45 min	3 hrs	0
4/2/24				(1 day)		
4/4/24				(1 day)		
4/18/24		(1 day)				
4/23/24		(1 day)				
4/24/24			5 hrs 38 min Earned			
4/29/24				(4 hrs)		





**BENEFIT TIME JANUARY 2024 - OCTOBER 2024**

**Employee Name:** ██

2024 DATE	Vacation	Merit	Comp	Sick	Personal	No Pay/Other
<b>September Benefits Available</b>	7 days	0	3 days, 53 min	4 days, 3 hrs, 45 min	0	0
<b>EARNED Time</b>	0	0	0	0	3 days	0
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)					
<b>October Benefits Available</b>	6 days	0	4 days, 2 hrs 46 min	3 days, 6 hrs 15 min	3 days	0
10/3/24			(1 hr)			
10/10/24	(1 day)					
10/11/24	(1 day)					
10/22/24			30 min Earned			
10/25/24				(1 day)		
<b>November Benefits Available</b>	4 days	0	4 days, 2 hrs, 16 min	2 days, 6 hrs, 15 min	3 days	0



Employee Name: [REDACTED]  
 Appropriation: 002-5032.01-024-621  
 Pay Period: 8/25/2024-9/7/2024  
 Hourly Rate: \$22.02

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

Non-union

Employee Time Sheet		Morning		Afternoon				
Week end of	8/31/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	Total Pay
Saturday	8/31					0:00		\$ -
Monday	9/2	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Tuesday	9/3	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Wednesday	9/4	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Thursday	9/5	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Friday	9/6	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Saturday	9/7					0:00		\$ -
Week end of	9/7/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	
Saturday	9/7					0:00		\$ -
Monday	9/2/2024					0:00	7:00	\$ 154.14
Tuesday	9/3	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Wednesday	9/4	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Thursday	9/5	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Friday	9/6	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Saturday	9/7					0:00		\$ -
<b>TOTAL</b>						<b>63.00</b>	<b>7.00</b>	<b>\$ 1,541.40</b>

ARPA Ends

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

Adjusted Hourly Rate: \$23.02

Gross Pay: \$ 1,576.40

Employee's Signature: [REDACTED]

Administrator's Signature: [REDACTED] Date: 9-6-24

9/29 TIMESHEET DOES NOT REFLECT COMP OR PERSONAL TIME USED  
 9/13 TIMESHEET DOES NOT REFLECT 3 HOURS COMP USED  
 [REDACTED]



Employee Name: [REDACTED]  
 Appropriation: 002-5032.01-024-621  
 Pay Period: 9/8/2024-9/21/2024  
 Hourly Rate: \$22.02

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

Non-Union

Employee Time Sheet		Morning			Afternoon				
Week end of	9/14/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	Total Pay	
Saturday	SUN					0.00		\$ -	
Monday	9/19	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14	
Tuesday	9/10	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14	
Wednesday	9/11	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14	
Thursday	9/12	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14	
Friday	9/13	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14	
Saturday						0.00		\$ -	
Week end of	9/21/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay		
Saturday	SUN					0.00		\$ -	
Monday	9/16	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14	
Tuesday	9/17	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14	
Wednesday	9/18	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14	
Thursday	9/19	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14	
Friday	9/20	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14	
Saturday						0.00		\$ -	
<b>TOTAL</b>						<b>70.00</b>	<b>0.00</b>	<b>\$ 1,541.40</b>	

ARPA Funds	Hours	Per Hour	Total
Appropriation: 001-024-50510	70.00	\$1.00	\$ 70.00
ARPA Funds Back Pay 9/1/24-9/7/24			\$ 35.00
Adjusted Hourly Rate: \$23.02			
<b>Total Gross Pay</b>			<b>\$ 1,646.40</b>

Employee's Signature: [REDACTED]

Administrator's Signature: [REDACTED] Date: 9-23-24

9/10 TIMESHEET DOES NOT REFLECT 2:23 COMP EARNED  
 9/12 TIMESHEET DOES NOT REFLECT 1:30 SICK USED  
 9/19 TIMESHEET DOES NOT REFLECT 7:30 COMP EARNED  
 9/20 TIMESHEET DOES NOT REFLECT 3:00 SICK USED.



Employee Name: [REDACTED]  
 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 Sheet		Morning		Afternoon				
Week end of		Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	Total Pay
Saturday	SUN 9/22					0:00		\$
Monday	9/23	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Tuesday	9/24	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Wednesday	9/25	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Thursday	9/26	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Friday	9/27	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Saturday	9/28					0:00		\$
Week end of	10/5/2024							
Saturday	SUN 9/29					0:00		\$
Monday	9/30	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Tuesday	10/1	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Wednesday	10/2	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Thursday	10/3	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Friday	10/4	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		\$ 154.14
Saturday	10/5					0:00		\$
TOTAL						70.00	0.00	\$ 1,541.40

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

Adjusted Hourly Rate: \$23.02

Total Gross Pay: \$ 1,611.40

Employee's Signature: [REDACTED]

Administrator's Signature: [REDACTED] Date: 10-7-24

9/24 TIMESHEET DOES NOT REFLECT 1:30 COMP EARNED  
 9/25 TIMESHEET DOES NOT REFLECT :30 MIN COMP EARNED  
 9/26 TIMESHEET DOES NOT REFLECT VACATION TAKEN  
 10/3 TIMESHEET DOES NOT REFLECT 1 HOUR COMP USED



Employee Name: [REDACTED]  
 Appropriation: 002-5032.01-024-821  
 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 Sheet		Morning		Afternoon				
Week end of		Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	Total Pay
Saturday	SUN 10/16					0.00		\$ -
Monday	10/17	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Tuesday	10/18	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Wednesday	10/19	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Thursday	10/20	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Friday	10/21	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Saturday	10/22					0.00		\$ -
Week end of	10/19/2024							
Saturday	SUN 10/13					0.00		\$ -
Monday	10/14/2024					0.00	7.00	\$ 154.14
Tuesday	10/15	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Wednesday	10/16	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Thursday	10/17	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Friday	10/18	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Saturday	10/19					0.00		\$ -
<b>TOTAL</b>						<b>63.00</b>	<b>7.00</b>	<b>\$ 1,541.40</b>

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

Adjusted Hourly Rate: \$23.02

Total Gross Pay: \$ 1,611.40

Employee's Signature: [REDACTED]

Administrator's Signature: [REDACTED]

Date: 10-18-24

10/10 TIME SHEET DOES NOT REFLECT VACATION USED  
 & 10/11

Employee Name: [REDACTED]  
 Appropriation: 002-5032.01-024-621  
 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 Sheet		Morning		Afternoon		Regular Hrs	Holiday Pay	Total Pay
Week end of	11/9/2024	Time In	Lunch Starts	Lunch Ends	Time Out			
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
Friday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Saturday						0.00		\$
Week end of	11/16/2024	Time In	Lunch Starts	Lunch Ends	Time Out	Regular Hrs	Holiday Pay	Total Pay
Saturday						0.00		\$
Monday	11/11/2024					0.00	7.00	\$ 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		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Friday		8:00 AM	12:00 PM	1:00 PM	4:00 PM	7.00		\$ 154.14
Saturday						0.00		\$
<b>TOTAL</b>						<b>56.00</b>	<b>14.00</b>	<b>\$ 1,540.40</b>

CASH IN COMP TIME *	Hours	Per Hour	Total
Appropriation: 002-024-50500 Overtime	28.00	\$22.02	\$ 616.56

\* Per SCHD Personnel Policy

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

Adjusted Hourly Rate: \$23.02

Total Gross Pay \$ 2,227.96

Employee's Signature: [REDACTED]

Administrator's Signature: [REDACTED]

Date: 11-15-24

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.)

(820 ILCS 140/7) (from Ch. 48, par. 8g)

Sec. 7.

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.)



## 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 FLSA sets minimum wage, overtime pay, recordkeeping, and youth employment standards for employment subject to its provisions. Unless exempt, covered employees must be paid at least the minimum wage and not less than one and one-half times their regular rates of pay for overtime 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.