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North Sound Behavioral Health Administrative Services Organization, LLC
Section 3000 - Fiscal: Timesheets

Authorizing Source:

Approved by: Executive Director Date: 10/18/2022 Signature:

POLICY #3035.00

SUBJECT: TIMESHEETS

POLICY

All employees of the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) shall submit a bi-monthly timesheet documenting actual work activity.

PROCEDURE

All employees shall submit a timesheet to the Team Manager/ Supervisor with supporting documentation (as required) for approval and signature. The timesheet shall be signed by the Executive Director or their designee and transmitted to the Accounting Specialist for processing. The Executive Director's timesheet shall be submitted to one of the Officers of the Board of Directors (BOD) for review and signature. Timesheets shall reflect actual time spent on grant projects if the employee's position is supported by grant funding.

All sick leave, vacation, flex time, and overtime used shall be validated by an approved leave form signed by their Team Manager/ Supervisor and submitted with the timesheet. Exempt employees do not receive flex time or overtime.

Refer to the Personnel Policies and Procedures Manual for further clarification of Authorized leaves.

ATTACHMENTS

None