

**TITLE 158
LEGISLATIVE RULE
WEST VIRGINIA ETHICS COMMISSION**

**SERIES 14
FILING OF VERIFIED TIME RECORDS**

§ 158-14-1. General.

1.1. Scope. -- This legislative rule sets forth the guidelines for the maintenance of verified time records by public employees who have other public employment or hold another public office and the submission of time records to the Ethics Commission by the immediate supervisor of these public employees in accordance with W. Va. Code § 6B-2-5(1).

1.2. Authority. -- W. Va. Code § 6B-2-5(1).

1.3. Filing Date. -- June 8, 2009

1.4. Effective Date. -- July 1, 2009.

§ 158-14-2. Definitions.

2.1. "Public employee" means any full-time or part-time employee of any state, county or municipal governmental body or any political subdivision thereof, including county school boards.

2.2. "Public official" means any person who is elected or appointed to any state, county or municipal office or position who is responsible for the making of policy or takes official action which is either ministerial or nonministerial, or both, with respect to: (1) Contracting for, or procurement of, goods and services; (2) administering or monitoring grants or subsidies; (3) planning or zoning; (4) inspecting, licensing, regulating or auditing any person; or, (5) any other activity where the official action has an economic impact of greater than de minimis nature on the interest or interests of any person.

§ 158-14-3. Public Employees Required to Maintain Verified Time Records.

3.1. If a public employee has other public employment or holds a public office, then the public employee shall maintain verified time records for each pay period in which:

3.1.a. the public employee is employed on a part-time basis and does not have regularly scheduled work hours and is authorized

to make up time missed to perform the duties of another public office or employment; or,

3.1.b. the public employee is either part-time or full-time and is authorized to make up, outside of regularly scheduled work hours, time missed to perform the duties of another public office or employment.

3.1.c. No verified time records are required to be submitted when:

3.1.c.1. The public employee's compensation from one public employer is reduced by the amount of compensation received from the other public employer;

3.1.c.2. The public employee's compensation from one public employer is reduced on a pro rata basis for any work time missed to perform duties for the other public employer;

3.1.c.3. The public employee uses earned paid vacation, personal or compensatory time or takes unpaid leave from his or her public employment to perform the duties of another public office or employment.

3.1.c.4. The employee is a full-time employee who does not have regularly scheduled work hours.

3.2. For a part-time or full-time employee who has regularly scheduled work hours, a verified time record only needs to be maintained and submitted for the actual workday or workdays where there was time missed to perform the functions of the other public position or employment and the public employee is permitted to make up the time missed in lieu of having their compensation reduced on a pro rata basis for the time missed or using earned paid vacation, personal or compensatory time or takes unpaid leave from his or her public employment to perform the duties of another public office or employment.

3.3. For a part-time employee who does not have regularly scheduled work hours, a verified time record only needs to be maintained and submitted for the actual workday or workdays where there was time missed to perform the functions of the other public position or employment and the public employee is permitted to make up the time missed in another pay period in lieu of having their compensation reduced on a pro rata basis for the time missed or using earned paid vacation, personal or compensatory time or takes unpaid leave from his or her public employment to perform the duties of another public office or employment.

3.4. An elected or appointed public official who has other public employment, does not have to maintain time records for the office to which they have been elected or appointed; Provided, That, when applicable the elected or appointed public official must maintain verified time records for his or her other public employment, and these records must be filed with the Commission, in accordance with the requirements of this section and W. Va. Code § 6B-2-5(1).

3.5. The requirements of this section do not apply to public employees who have taken a military leave of absence in accordance with W. Va. Code § 15-F-1.

§ 158-14-4. Public Employers Required to File Verified Time Records.

4.1. If a public employer employs a person who is required to maintain verified time records, as required by this rule and W. Va. Code § 6B-2-5(1), then the public employer shall submit the time records to the Ethics Commission on a quarterly basis. Time records only need to be submitted for the actual days where an employee missed work to perform the functions of another public position and was granted permission to make up the work in lieu of having his or her compensation reduced on a pro rata basis for the time missed, using earned paid vacation, personal or compensatory time, or taking unpaid leave from his or her public employment to perform the duties of the other public office or employment. Time records shall also be submitted for the day or days on which the employee makes up the work.

4.2. If a public employer has actual knowledge that an employee is subject to the requirements of this section and W. Va. Code § 6B-2-5(1) then the employer shall require the employee to keep time records when required by this rule.

§ 158-14-5. Form of Filing.

5.1. Copies of the time records must be submitted with a form which is attached as Appendix A to this rule. The form must be completed and signed by both the public employee and his or her immediate supervisor.

§ 158-14-6. Designation of Quarters and Time for Filing.

5.1. The records and attached form must either be filed with the Commission or postmarked by the following dates:

5.1.a. For any pay period ending between January 1st and March 31st, by April 15th

5.1.b. For any pay period ending between April 1st and June 30th, by August 15th

.

5.1.c. For any pay period ending between July 1st and September 30th, by October 15th.

5.1.d. For any pay period ending between October 1st and December 31st, by January 15th.

APPENDIX A
Title 158, Series 14
VERIFIED TIME RECORDS

THIS FORM AND THE CORRESPONDING VERIFIED TIME RECORDS ONLY HAVE TO BE FILED IF DURING THE QUARTERLY REPORTING PERIOD THE PUBLIC EMPLOYEE MISSED TIME TO PERFORM THE WORK DUTIES OF ANOTHER PUBLIC OFFICE OR EMPLOYMENT AND WAS AUTHORIZED TO MAKE UP TIME. THE TIME RECORDS MUST BE SUBMITTED FOR THE ACTUAL WORK DAYS OR PAY PERIODS DURING WHICH THE TIME WAS EITHER MISSED OR MADE UP. IF THE TIME IS MADE UP IN ANOTHER REPORTING PERIOD, THEN THE PUBLIC EMPLOYEE IS REQUIRED TO SUBMIT THIS FORM AND CORRESPONDING TIME RECORDS DURING THAT REPORTING PERIOD AS WELL.

NAME OF PUBLIC EMPLOYEE: _____

JOB TITLE OF PUBLIC EMPLOYEE: _____

CHECK THE BOX TO INDICATE IF THE EMPLOYEE IS PART-TIME OR FULL-TIME.

PART-TIME: _____

FULL-TIME: _____

PUBLIC EMPLOYER: _____

NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

PUBLIC EMPLOYEE'S IMMEDIATE SUPERVISOR: _____

JOB TITLE OF IMMEDIATE SUPERVISOR: _____

CHECK A BOX TO INDICATE THE DESIGNATED PAY PERIOD FOR THE PUBLIC EMPLOYEE:

WEEKLY: _____

EVERY TWO WEEKS: _____

TWICE A MONTH: _____

OTHER: _____

IF OTHER, INDICATE IN THE SPACE PROVIDED THE DESIGNATED PAY PERIOD:

LIST THE OTHER PUBLIC OFFICE OR EMPLOYMENT HELD BY EMPLOYEE.
INCLUDE THE ADDRESS AND TELEPHONE NUMBER: _____

CHECK A BOX TO INDICATE WHETHER THE OTHER PUBLIC OFFICE OR
EMPLOYMENT IS A PART-TIME OR FULL-TIME POSITION.

PART-TIME: _____
FULL-TIME: _____

CHECK QUARTER FOR WHICH THE FORM IS BEING FILED:

January 1st - March 31st _____
April 1st - June 30th _____
July 1st - September 30th _____
October 1st - December 31st _____

I, _____, IN
ACCORDANCE WITH WEST VIRGINIA CODE § 6B-2-5(k), VERIFY THAT THE
TIME RECORDS SUBMITTED SHOW THE HOURS THAT I DID IN FACT WORK FOR
THIS PUBLIC EMPLOYER.

EMPLOYEE SIGNATURE DATE

I, _____, IN
ACCORDANCE WITH WEST VIRGINIA CODE § 6B-2-5(k) VERIFY THAT I AM THE
IMMEDIATE SUPERVISOR OF THIS EMPLOYEE AND THAT, TO THE BEST OF MY
KNOWLEDGE, THE TIME RECORDS SUBMITTED SHOW THE HOURS THAT THE
EMPLOYEE DID IN FACT WORK.

IMMEDIATE SUPERVISOR SIGNATURE DATE

