



## TIME CLOCK PROCEDURES

Effective July 1, 2020, all 10-month hourly employees and the Buildings and Grounds Unit will be transitioned from filling out weekly paper timesheets to utilizing time clocks to account for time worked. All employees will still be required to sign into and out of their respective buildings at the main office if directed to by their supervisor. The following procedures will be utilized:

1. Employees will use their district issued Employee Identification Badge to clock in and out. If you do not have your district issued identification badge, you must notify your supervisor prior to the start of your shift.
2. Employees must clock in no earlier than 7 minutes prior to their scheduled start time. Scheduled start times are determined by your immediate supervisor; however, the total number of daily hours approved is determined by the Board of Education. You cannot exceed the total number of daily hours approved by the Board of Education. Time clocks round up to the nearest hour. Therefore, when you clock in prior to your scheduled start time, you do not begin to get paid until your actual start time. For example, if your start time is 8 am, and you clock in at 7:55 am, you will only get paid from 8 am forward. Therefore, clocking in does not mean that is when your pay begins. Your pay begins at the start of your scheduled shift.
3. All employees who are approved to work 6 hours or more per day must take a 30-minute duty free lunch each day. A 30-minute unpaid lunch will automatically be deducted.
4. Employees must clock out at the end of their regularly scheduled shift. Please note, if your regularly scheduled shift ends at 3:00 pm, you may clock out between 2:53 pm and 3:07 pm. You are responsible to work until 3:00 pm; the computer will automatically round to the closest quarter hour (which is why you may clock in/out within 7 minutes prior to or after your shift).
5. Employees may not clock in/out for other employees. Employees may only clock in/out for themselves.

6. As stated in number 3 above, your hours are set by the Board of Education. Employees are not eligible for overtime unless approved by their supervisor prior to the hours being worked. This approval is limited to employees who are in the process of having their hours modified, through Board approval, based on the needs of the District. If this is the case, they will be notified in writing by their Supervisor or Human Resource Manager of their ability to work beyond their Board approved hours.
7. If you forget to clock in/out, please complete the time clock form and have your building administrator sign it.
8. Failure to adhere to these procedures or additional directives by your supervisor may result in disciplinary action.