

# **Lockhart ISD Time Clock System**

## **Employee Procedure Manual**

**July, 2003**

### **I. EMPLOYEE TIME REPORTS**

The Fair Labor Standards Act requires that employers keep certain records for employees. This includes detailed records on time and payments. An automated time sheet reporting system is used to record all hours worked and leaves taken during the reporting period for para-professional and classified employees to substantiate payments. These employees are designated "non-exempt" in accordance with wage and hour law.

A person designated by the principal or department head will be authorized to access, post transactions, make adjustments, and generate time reports. The "exception method" will be used to generate time reports for employees. For example, if the employee works the regularly assigned hours and takes no leave, then no action is needed. The time report will automatically be generated for the period.

The automated time reports must reflect all regular and extra duty hours worked for the period, including any personal, compensatory, civic, professional, calendar leave, and official holidays. Adjustments to hours and leave must be posted daily by the supervisor to avoid errors and omissions that may occur if these adjustments are posted toward the end of the period.

The time clocks have been programmed to award .10 hours for every six (6) minutes worked. Rounding is tenth hour, 6 minute round with a 3-minute grace. Schedules may be linked to the time clock that will enable the supervisor to run reports that record early in, late in, early out, late out, missed swipes, unexcused absences, and unscheduled swipes. Hours worked during a holiday receive regular pay.

### **II. HOLIDAYS**

An employee must work the scheduled shift before or after a holiday to receive credit for holiday pay. Holiday credit hours do not count toward the overtime limits.

### **III. LUNCHESES**

Custodial/Maintenance employees will swipe in and out for lunch. If the employee does not swipe for lunch, there will be an automatic 30-minute deduction per shift. Cafeteria employees have a paid lunch period and will not have to swipe for lunch. Therefore there will be no automatic deduction for their lunch.

Paraprofessional employees will swipe in and out for lunch.

### **IV. PROCESSING OF ELECTRONIC TIME REPORTS**

The Business Office will close the time sheet file according to a pre-set schedule to ensure that pay adjustments and leave taken are properly recorded in the accounting period. No changes will be permitted after that time.

Each Principal, Assistant Principal, Administrator or designee must print all time sheets and ask the employee to review and sign their names, on a weekly basis. No facsimile signatures to payroll will be accepted. The signed weekly reports are to be sent monthly to the Human Resources Office at Central Office by the 10<sup>th</sup> day of the following month.

All employees are to continue using the telephone substitute call-in system for all absences.

**To insure accuracy, employees will have the opportunity to review their electronic timesheet before payroll is run.**

**A. Training**

Training for processing time reports is provided at the beginning of each year, or on an "as needed" basis. Instructions for posting time are provided in the back of this section. Requests for training may be directed to the Payroll Secretary.

**B. Adjustments to Time Reports**

An adjustment to time reports can be made by campus or department staff during the reporting cycles only. Once the file is closed by Payroll, any adjustments must be reported in writing and signed by the employee and principal or department head, and submitted to the Business Office. Payroll will annotate the changes on the original time report for the period in question and process any adjustments to pay or leave in the next pay cycle.

**C. Record Keeping For Types of Leave**

Employees will have varying amounts of carry-over days, comp time hours, personal leave days, state leave days, and vacation days. Each of these categories will have a different "bucket" in the Kronos system. The person who is trained to update the Kronos system at each campus or department will be responsible for applying the correct "bucket" of hours to an employee's electronic time card.

**V. PAYROLL CHECK AND DISBURSEMENT PROCEDURES**

All paychecks will be issued on the published pay dates to the Supervisor or Principal. No paychecks will be issued earlier than payday.

Employees are encouraged to enroll in direct deposit as a partnership between the employee, Lockhart ISD and their financial institution. Direct deposit offers the employee the advantage of Lockhart ISD directly posting to their account on payday and the advantage of no waiting in line at the financial institution.

Monthly paychecks will be issued to department heads on payday. Hourly paychecks are given to the principals or department heads on payday for distribution to staff.

Mandatory and optional deductions must be supported with the appropriate withholding forms. It is the sole responsibility of each employee to notify the Business Office of change(s) to information reported on the forms. With the exception of changes, these forms when initially completed by the employee will continue in effect until the authorization is revoked in writing, or upon termination of employment with the District.

## **VI. APPOINTMENT OF PAYMASTERS**

Each campus principal or department administrator shall distribute the paychecks. The Paymaster should be someone who is familiar with the employees that are assigned and paid at that location. The Business Office, Payroll Section, shall present an employee list, in alphabetical order, at the date and time paychecks are picked-up at the Business Office. The Paymaster is responsible for verifying that the checks delivered by the business department payroll coordinator represent employees who are assigned to that campus or department.

The principal is responsible for insuring that the Paymaster shall secure, in the schools or central administration's safe or vault, any check that is not hand delivered to the employee.

## **VII. GUIDELINES FOR OVERTIME/COMPENSATORY TIME**

### **A. Overview**

Non-exempt employees may be required to perform work before and after their regularly scheduled work shifts for extra pay. Under the Fair Labor Standards Act (FLSA), employers generally must pay their non-exempt employees no less than the federal minimum wage for hours worked over forty (40) in a week. A workweek consists of seven consecutive 24-hour periods, or 168 consecutive hours. The designated workweek for Lockhart ISD runs from Sunday through Saturday.

### **B. Management**

District management must make certain that regular time and overtime work that it does not want performed is not in fact performed. Supervisors have the responsibility to know what hours their employees are working.

### **C. Compensatory Time**

The law allows the district the option of providing compensatory time (comp time) off in lieu of monetary overtime compensation, at the rate of not less than one and one-half hours of compensatory time for each hour of overtime worked. The district encourages the use of such time when feasible.

The supervisor and employee must both understand when to use compensatory time - before the performance of work that will create a balance of compensatory time. Every reasonable effort must be made to allow the employee to take their comp time at the employee's desired time. The compensatory time earned by an employee constitutes a legal liability for the district.

Comp time earned should be used before the next pay date. **Upon approval of the supervisor**, employees may accumulate up to a cap of forty (40) hours of actual overtime work (or sixty (60) hours of compensatory time) from year to year. Every effort should be made to exhaust any outstanding compensatory time earned by the end of each employee's work year.

### **Definitions**

Examples of non-exempt employees include secretaries, aides, hall monitors, bus drivers, carpenters, electricians, plumbers, warehouse workers, custodians, food service and computer repair technicians. Hours worked mean being "actively" engaged in performing work while the employee is on the employer's premise and at the prescribed work place. On-call time is compensable working time if the condition places on the employee's activities are so restrictive that the employee cannot use the time effectively for personal pursuits. Vacation leave, state leave, personal leave, holiday leave, sick

pay, etc., are not considered hours worked and will be excluded when determining the number of hours worked in a workweek. Normal travel from home to work or work to home is not working time, no matter how long the commute.

#### **VIII. BONA FIDE VOLUNTEERS**

Please note that a bona fide volunteer is generally defined as an individual who performs hours of service for a public agency for civic, charitable or humanitarian reasons, who performs these services without promise, expectation or receipt of compensation for services rendered. If these conditions are met, an individual will not be subject to the FLSA.

#### **IX. LOSS OF TIMECARD**

Each employee is issued a timecard when first employed or at implementation of the automated time clock system. If an employee requests a replacement timecard, the employee may be required to pay the district for the cost of the new timecard.

#### **X. HOURS**

##### **A. Work Hours**

Work hours and schedules will be established by each supervisor as needed to meet campus and /or program needs.

##### **B. Breaks**

LISD non-exempt employees are provided a 15- minute paid break for each four hours worked. Breaks should be arranged with the supervisor. Breaks are provided so that employees can attend to personal matters such as getting a snack, using the restroom, smoking off-premises, making personal phone calls, etc.

The paid break may only be utilized on the employee's assigned site. If the employee must leave the site, the break becomes unpaid, and the employee must swipe out when the employee leaves the site, and swipe in when the employee returns to work.

##### **C. Flex-time**

Flextime is provided for some assignments at the discretion of each supervisor. Each supervisor has the right to grant or not grant the flextime option and establish the flextime guidelines for his/her work unit. For further information about whether or not the flextime option is available, each employee should speak with his/her supervisor.

##### **D. Unreported Hours**

Intentionally or carelessly working off the clock is prohibited. Employees are required to swipe in before performing any work. Employees are not permitted to swipe out before actually stopping work. Forgetting to swipe the clock is not a legitimate reason for working off the clock. Each employee is responsible for swiping in before beginning work, and responsible to stop working and swipe out at the regularly scheduled time.

Lockhart ISD will discipline a worker that underreports or does not report hours worked. For the first offense, the employer will notify the employee in writing as warning for underreporting or non-reporting of hours worked. The employee will sign the document as an acknowledgement of the warning.

For the second offense, the employer will notify the employee in writing that the employees' job is in jeopardy of termination if the failure to report hours worked or the underreporting of hours occurs again. The employee will sign the document as an acknowledgement of the warning.

On the third offense, the employee may be terminated at the discretion of the Supervisor.

Once an employee has swiped in, he/she is responsible for starting work and continuing to work until his/her break and then resuming work until time to swipe out at the end of the work day. Taking care of personal matters or simply "not working" while swiped in is considered "riding the clock," except during breaks, and could be grounds for disciplinary action.

E. Funerals and social gatherings (such as off-site retirement parties) are not district activities and non-exempt employees are to swipe out when attending. An employee's supervisor may approve attendance without swiping out as an exception for a funeral relating to a co-worker in the same office.

F. Staff development training activities at another site constitute part of an employee's working day, so employees do not need to swipe out when leaving their base site.

## **XI. OVERTIME**

As a condition of employment, there may be times when an employee will be required to work extra hours beyond their regularly scheduled workday because of a heavy workload, the need to meet a deadline, or for other reasons.

Regardless of position, employees may be required to work additional hours on an "as needed" basis. Lockhart ISD will give as much notice as possible under the circumstances, but an employee may be required to work additional hours without advance notice at any time. The employee is responsible arranging any necessary childcare or transportation in advance so that he/she may remain at work beyond the regular work time. If an employee's personal affairs require that he/she be relieved of the potential for unscheduled work on any given day (or if he/she requires a religious accommodation), the employee must request relief from unscheduled work as soon as possible.

An employee must be classified as a non-exempt and work over forty hours in a week to qualify for overtime or "comp time" in lieu of paid wages. A workweek is defined as a period covering seven consecutive 24-hour periods, beginning Sunday at 12:00 midnight and ending the following Saturday at 12:00 midnight.

Before extra straight time and overtime can be authorized, the department or campus administrator must verify that funds are budgeted and available.

**A. Overtime Compensation**

The district compensates overtime for non-exempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or non-exempt for purposes of overtime compensation.

1. Professional and administrative employees are not eligible for overtime compensation.
2. Only non-exempt employees (hourly employees and most paraprofessional employees) are entitled to overtime compensation. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

**B. Definition of Overtime**

Overtime is legally defined as all hours worked in excess of 40 hours weekly not including meal periods and is not measured by the day or by the employee's regular work schedule.

Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in compensatory straight-time off.

Employees must work more than 40 total hours in a week to earn overtime compensation (time-and-a-half).

All non-exempt district staff (usually paraprofessional and custodial staff) who work athletic events after school hours or weekends do qualify for overtime status under the same regulations as other overtime work. These staff members are to swipe in if they return for the event after leaving work for the day, and are to swipe out when they leave the event.

Custodians who are contracted by those who rent a school facility and are directly paid by those organizations for cleaning after the event, do not swipe in and out, and are NOT subject to overtime for the time spent at the event or cleaning afterwards.

**C. Unauthorized Overtime**

Working unauthorized overtime is prohibited; employees must have their supervisor's prior approval or request to work additional hours

The employee is responsible for recording all time worked by using the swipe card at the time clock and by reporting the total number of hours worked during the work week.

**D. Calculating Overtime**

The following applies to all non-exempt employees with prior supervisor approval:

1. Employees can accumulate up to 60 hours (which is 40 hours regular plus 20 hours of time and one-half) of compensatory time.
2. Compensatory time earned must be used according to a schedule that is mutually agreeable to the employee and supervisor.

**XII. FALSIFICATION OF RECORDS**

With respect to the use of a timecard to record the employee's time worked via the automated time-clock system, the employee shall not:

- A. Submit fraudulent requests for pay.
- B. Falsify records, or direct or coerce others to do so.
- C. Use institutional privileges for personal advantage.

If there is a properly documented case involving an employee and the falsification of records, the employee is subject to review, and possible termination of at-will employment

**Non-Exempt Employee Administrative Policy Handbook Receipt**

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge that I have received a copy of the Administrative Policy Handbook for Non-exempt employees. I have read the handbook and agree to abide by the standards, policies, and procedures defined or referenced in the document.

The information in this handbook is subject to change. I understand that changes in the district policies may supercede, modify, or eliminate the information summarized in this handbook. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that this handbook intends no modifications to contractual relationships or alterations of at-will relationships.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Lockhart ISD Department of Human Resources if I have any questions, concerns, or need further explanation.

Signature \_\_\_\_\_

Date \_\_\_\_\_