

Luling ISD Time Clock System Employee Procedure Manual

I. EMPLOYEE TIME REPORTS

The Fair Labor Standards Act, herein referred to as FLSA, 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 *non-exempt employees*, in accordance with wage and hour law, to substantiate payments.

A person designated by the *supervisor*, will be authorized to access, post transactions, make adjustments and generate time reports. 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 hour 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 may be programmed to Auto Round. The current program is to round at clock in and clock out to the nearest 15 minutes and to round up at 8 minutes. The auto round program can be changed at any time as determined to be in the best interest of the district. The supervisor will report any changes to the auto round program.

hours worked – herein defined as being “actively” engaged in performing work while the employee is on the employer’s premise

non-exempt employees – herein defined as an employee making less than \$23,660 per year and not employed in a bona fide executive, administrative or professional capacity, as defined in Section 13(a)(1) of FLSA regulations and herein referred to as employee(s)

supervisor – herein defined as Campus Principal, Administrator or immediate supervisor.

II. HOLIDAYS

Non-exempt employees that have paid holidays must work the approved calendar days scheduled before or after a holiday to receive credit for holiday pay, unless approved by the supervisor. Holiday credit hours do not count toward the overtime limits. All other non-exempt employees must work before or after holidays as per Luling ISD board policy.

III. LUNCHES

All employees will log 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 supervisor or designee must print all time sheets and ask the employee to review and sign their names, on at least a pay period basis. No facsimile signatures to payroll will be accepted. The signed reports are to be sent to the business office according to the pre-set schedule stated above.

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

Training for processing time reports is provided at the beginning of each year, or on an “as needed” basis. Requests for training may be directed to immediate supervisor.

An adjustment to time reports can be made by the supervisor or designee during the reporting cycles only. Once the file is closed by the business office, any adjustments must be reported in writing and signed by the employee and supervisor and submitted to the business office. The business office 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.

Mandatory and optional deductions are not part of the time clock program and must be supported with 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.

V. PAYROLL CHECK AND DISBURSEMENT PROCEDURES

All paychecks will be issued to the supervisor on the scheduled pay dates for distribution to staff. The supervisor is responsible for insuring that the checks not hand delivered to the employee are secure, in the school or central administration safe or vault. No paychecks will be issued earlier than payday.

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

VI. GUIDELINES FOR OVERTIME/COMPENSATORY TIME

A. Overview

As a condition of employment and regardless of position, 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. An employee must be classified as non-exempt and work over forty hours in a week to qualify for overtime or “comp time” in lieu of paid wages.

Under the FLSA employers generally must pay their non-exempt employees no less than the federal minimum wage for hours worked over forty (40) in a workweek.

Luling 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 for 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.

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.

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

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 time clock and by reporting the total number of hours worked during the week.

C. Overtime

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek not including meal periods and is not measured by the day or by the employee's regular work schedule. A workweek is defined as a period covering seven consecutive 24-hour periods or 168 consecutive hours, beginning Monday at 12:00 a.m. and ending the following Sunday at 11:59 p.m.

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. On-call time is compensable working time if the conditions on the employee's activities are so restrictive that the employee cannot use the time effectively for personal pursuits.

Employees who work their normal campus schedule or department schedule but not more than 40 hours per week will be compensated according to the approved district salary schedule.

All non-exempt district staff who work athletic events after school hours or weekends, in the same capacity as their job description, do qualify for overtime status under the same regulations as other overtime work. These staff members are to log-in for the event after leaving work for the day and are to log-out when they leave the event.

District employees who are contracted by those who rent a school facility and are directly paid by those organizations for their agreed work, do not log-in and out and are not subject to overtime for the time spent at the event.

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.

D. 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 compensatory time for each hour of overtime worked. The district encourages the use of such time when feasible.

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 must be used according to a schedule that is mutually agreeable to the employee and supervisor and should be used as soon as possible or practical. 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.

VII. 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 perform these services

without promise, expectation or receipt of compensation for services rendered. If these conditions are met, an individual will not be subject to FLSA.

VIII. IDENTIFICATION NUMBER

Each employee is issued an identification number when first employed or at implementation of the automated time clock system.

IX. HOURS

A. Work Hours

Regular work hours and schedules will be established by each supervisor as needed to meet campus and/or program needs. Regular work hours and schedules will not exceed 40 hours per week.

B. Breaks

LISD non-exempt employees may be 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, 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 log-out when the employee leaves the site and log-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 to 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/Unauthorized Hours

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

Luling ISD will discipline a worker that underreports, does not report hours worked or works hours not authorized, such as extra or overtime hours.

For the first offense, the employer will notify the employee in writing as warning for underreporting or non-reporting of hours worked and/or works hours that are not authorized. 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 working hours that are not authorized 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 logged-in, he/she is responsible for starting work and continuing to work until his/her break and then resuming work until time to log-out at the end of the work day. Taking care of personal matters or simply “not working” while logged-in is considered “riding the clock”, except during break and could be grounds for disciplinary action.

E. Staff Development

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

F. Other

Except where valid leave exist, funerals and social gatherings (such as off-site retirement parties) are not district activities and non-exempt employees are to log-out when attending. An employee’s supervisor may approve attendance without logging-out as an exception for a funeral relating to a co-worker in the same office.

X. FALSIFICATION OF RECORDS

With respect to the recording of the employee’s time worked via the automated time clock system, the employee shall not:

- A.** Submit fraudulent requests for pay (which would include not clocking out when not working).
- 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.

**Luling ISD Time Clock System
Employee Procedure Manual Receipt Acknowledgement**

Name _____

Campus/Department _____

I hereby acknowledge that I have received a copy of the Luling ISD Time Clock System Employee procedure Manual. I have read the manual and agree to abide by the standards, policies and procedures defined or referenced in the document.

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

I understand that this manual 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 Luling ISD Business office if I have any question, concerns or need further explanation.

Signature _____

Date _____