



**NEWTON ISD  
TIME CLOCK POLICY AND  
GUIDELINES**

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# Receipt of Time Clock Policy and Guidelines

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Employees are required to sign a statement agreeing to follow all Time Clock rules and guidelines.

Any employee violating the rules and guidelines of this handbook or directives of their immediate supervisor(s) shall be subject to disciplinary action, including termination.

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Time Clock Policy and Guidelines and that I will comply with all of the rules and procedures contained herein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Sign and Return to Business Office

## **1. INTRODUCTION**

The Newton Independent School District uses an electronic time tracking system called TimeClock Plus to capture and record all non-exempt employee time records and all hourly paid supplemental position time. The electronic time tracking system allows employees to accurately monitor and keep track of their time and enables the District to efficiently process employee time worked and leave taken for payroll purposes. The following guidelines have been created to ensure accurate recordkeeping and compliance within the District.

## **2. OFFICIAL TIME OF RECORD**

The TimeClock Plus electronic time keeping system and associated work records are the official basis for recording hours worked for all hourly paid employees of Newton Independent School District (NISD). This includes but is not limited to all non-exempt employees and all employees paid on an hourly supplemental position or contract (including short-term and long-term substitutes whether certified or non-certified). In order to ensure consistency of treatment for hourly paid employees, the data recorded in the TimeClock Plus system shall be considered as the “official” record of the workday for these positions. Any disputes over actual hours worked or attendance will be resolved by referring to the TimeClock Plus records.

## **3. EMPLOYEE TIME REPORTS**

The Fair Labor Standards Act (FLSA) requires that employers keep detailed records on time and payments for all employees. All FLSA provisions guide utilization of the time clock system at NISD. TimeClock Plus electronic timekeeping system is used to record all hours worked and leave taken for non-exempt personnel and hourly paid supplemental positions. These automated time reports must reflect all regular and extra duty hours worked for the payroll period. Adjustments to hours should be posted weekly by the Time Clock Editor.

## **4. NISD ID NUMBER**

Every NISD employee is assigned an NISD ID number upon hire. The NISD ID number is unique to each employee and is used for identification purposes throughout the District. The NISD ID number can be used to clock in at the time clock location and can be used to clock in or view time worked using the TimeClock Plus Web application.

## **5. CLOCK LOCATIONS**

TimeClocks are located throughout the District. Currently, the clocks are located at the Elementary Office, High School hallway, Middle School teacher’s lounge, Business Office, Special Services, Bus Barn and at all cafeterias. Please check with your Supervisor regarding clock locations in your area. A web-based version of the clock is accessible on the Newton ISD website under Staff Resources then “Links to Staff Websites”.

## **6. DAILY CLOCK IN/OUT REQUIREMENTS**

It is a job requirement that all non-exempt employees, employees working on an hourly paid supplemental position and substitutes (including short and long-term substitutes) must “clock in” at the start of their shift and “clock out” at the end of their shift. Employees are expected to clock in and out at their regularly scheduled times. Clocking in before your regularly scheduled time is prohibited.

All Substitutes, whether certified or non-certified, must clock in on the time clock. Failure to do so will result in the Substitute's pay being processed with the next pay period as long as the work can be verified.

Under certain conditions (such as trainings at an off-site location, extracurricular events, etc.) when an employee cannot "clock in" at their worksite, the employee should report time worked to their Supervisor using the **Time Clock Adjustment** form so that their time worked can be manually entered before the end of the following work week.

## 7. MULTIPLE JOB CODES

There may be instances where employees have multiple job codes. If an employee is paid from multiple funding sources or has more than one position within the district, they will be assigned a separate job code for each non-exempt or hourly paid supplemental position. It is the responsibility of the employee to ensure that they are clocking on the correct code at all times.

Failure to clock in and out correctly on multiple job codes may result in corrective action. If you are unsure which job code you should be using, please contact your Supervisor or the NISD Business Office for clarification.

Employees who have punched in incorrectly using the wrong job code will need to contact their supervisor immediately.

## 8. VIEWING HOURS WORKED

Employees can view their hours worked from any clock in the District. Additionally, employees have been given access to view their cumulative hours from any computer in the District.

- To view your hours from the time clock – click the 'view' button on the time clock and enter your NISD ID number. Follow the prompts to view cumulative time for the current week.
- To view your hours from a district computer –Go to the Newton ISD website under Staff Resources then "Links to Staff Websites". Select "Time Clock". Enter your NISD ID number and PIN (if applicable) in the fields provided. Follow the on-screen instructions to view your cumulative time for the current week or any prior weeks

## 9. FALSIFICATION, TAMPERING, AND UNAUTHORIZED VIEWING

The following infractions are prohibited and will be considered severe. Due to the severity of these infractions, employees may be subject to immediate corrective action, up to and including termination.

- Any attempt to tamper with timekeeping hardware or software.
- Punching in or out for an absent or late employee (a.k.a. "buddy punching").
- Interference with another employee's use of the TimeClock Plus system.
- Unauthorized viewing of another employee's time in the TimeClock Plus system.
- Punching in or out with the smartphone/tablet app while not at your job site.

## 10. CLOCK PROBLEMS

If an employee is unable to punch in or out because of a time clock malfunction, network difficulties, accidental oversight, or other reason, it is the employees responsibility to immediately inform their Time Clock Editor and complete the Time Clock Adjustment form. In this situation, the Time Clock Editor will manually correct the clock in or clock out information. The Time Clock Editor will notify the Business Office of any clock problems or malfunctions.

## 11. LUNCHES

There is no FLSA (Fair Labor Standards Act) requirement to provide meal break periods. However, NISD has chosen to provide lunch breaks. All non-exempt employees working longer than 7 hours per day are entitled and expected to take a duty free lunch period each day. The duty free lunch should be a minimum of 30 minutes in length.

- The lunch period is considered unpaid time and employees must clock in and out.
- When clocking out for lunch, employees must use the 'Start Break' button on the time clock so the system can record the time as an unpaid break.
- The lunch period is to be a duty free break for the employee and must be a minimum of 30 minutes in length.
- Employees must be clocked out a minimum of 29 minutes for the system to record an unpaid break.
- Employees clocking back in with less than the required 29 minutes may not have their time edited to show that they took 30 minutes.
- Due to the nature of some district positions, exceptions to the lunch period may be made with the approval of the employee's supervisor and Superintendent.

## 12. BREAKS

There is no FLSA (Fair Labor Standards Act) requirement to provide rest periods or rest breaks. (i.e. 15 minute breaks in the morning and 15 minute breaks in the afternoon). Supervisors may allow breaks at their discretion.

## 13. UNREPORTED HOURS

The FLSA does not permit an employer to benefit from the work of an employee without compensating them for such work. Therefore, all hours worked must be reported using the TimeClock Plus electronic timekeeping system. Any time spent working while not clocked in (a.k.a. "working off the clock") is strictly prohibited. Employees are required to clock in before performing any work and are not permitted to clock out until all work has stopped. Employees that under report or fail to report hours worked are subject to corrective action up to and including termination.

Examples of "working off the clock" may include:

- Forgetting to clock in or out;
- Voluntarily continuing to work at the end of regular working hours;
- Taking work home to complete on the weekend or in the evening;
- Checking/Reading/Reviewing work-related emails or listening to work related voicemail message while away from the office or workplace;

- Answering phones, emails, or attending to customers while clocked out for a lunch break.

Once an employee has clocked in, he/she is responsible for starting work. When a shift has been completed, it is the employee's responsibility to clock out. If an employee leaves the district to conduct personal business, the employee must clock out. Employees conducting personal business or simply not working while clocked in may be considered "riding the clock" and could be subject to corrective action up to and including termination. Some departments require employees to leave their workstation for lunch and breaks. Check with your supervisor regarding the policy in your area.

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

The NISD Business Office will close the work week in TimeClock Plus according to a preset schedule to ensure that time adjustments are properly recorded. The time clock week begins on Saturday at 12:00 AM and runs through Friday at 11:59 PM. Time Clock Editors must resolve all missed punches and review clock hours for their staff on the Monday following the close of the previous week.

## **15. DISPUTES OVER TIME CLOCKED IN OR OUT**

In the event an employee has a dispute over time that was clocked in or out, they should bring it to the attention of their supervisor immediately. The TimeClock Plus electronic time tracking system provides a log to assist in validating times and locations of all employee swipes. Any dispute that cannot be resolved using the logs should immediately be reported to the Human Resources Department.

## **16. COMPENSATORY TIME**

In November 1985, the FLSA was amended to allow compensatory time to be awarded in lieu of cash overtime pay by employers in the public sector (includes school districts). Compensatory time is allowed to non-exempt employees in accordance with federal and state wage and hour restrictions.

Additional information regarding compensatory time can be found in Board Policy – DEA Local and DEA Legal.

The employee must have their supervisor approve compensatory time before the performance of work.

Compensatory time earned is based on hours worked in excess of contract hours for the week. Assuming there are 40 contract hours in the week and hours worked exceed such limit, those excess hours above 40 will be accrued at time-and-a-half as compensatory time. For a week that includes a holiday, there are 32 contract hours in the week. Assuming the employee has worked more than 32 hours and less than 40 hours, the excess hours above 32 will be accrued at straight time as compensatory time.

See DEA Local [Board Policy DEA \(LOCAL\)](#) for information about compensatory time.

## **17. LEAVE**

Requests for leave should be approved by department supervisors. More information regarding leaves and absences can be found on the Newton ISD website under Board Policy. (DEC Legal and DEC Local)

<http://pol.tasb.org/Policy/Code/938?filter=DEC>

## 18. OVERTIME

Unauthorized overtime is prohibited. Any time worked by an employee that exceeds the employees budgeted position hours must be approved by the employee's immediate supervisor prior to the time being worked. All approved overtime will be calculated based on the actual hours recorded and credited to the employee as measured by the TimeClock Plus electronic timekeeping system using straight time or time-and-a-half, based on the hours worked in the Time Clock Week.

## 19. TIME CLOCK EDITORS

Time Clock Editors are appointed by the Superintendent as those responsible for monitoring and editing the time clock records for a worksite. This includes:

- Collecting, verifying, and maintaining the Time Clock Adjustment forms
- Editing employees time as needed to correct missed punches
- Adding timesheet entries to record paid leave days (If Applicable)

There is a Time Clock Editor on each campus. If you are unsure who the Time Clock Editor is for your campus, please check with your supervisor.

## 20. TIME CLOCK SUPERVISORS

Time Clock Supervisors are assigned by the NISD Superintendent and are responsible for monitoring and approving the electronic time and attendance information for their site each period.

## 21. TIME CLOCK ADJUSTMENT FORM

Any corrections to time require a Time Clock Adjustment form. The form must be completed by the employee and signed by the employee's supervisor prior to the Time Clock Editor making any change to the employee's time. The Time Clock Adjustment form is kept on file with the employee's editor and the employee is provided with a copy. Examples of changes would include:

- Correcting missed punches
- Adjusting the clock in or clock out times
- Correcting lunch punches that were entered incorrectly as a 'clock out' rather than a 'start break'
- Punches against the wrong job code

## 22. VOLUNTEERS

Volunteers are generally described as individuals who perform hours of service without promise, expectation or receipt of compensation for services rendered. NISD Volunteers are not subject to the FLSA and therefore do not record their time using the TimeClock Plus electronic time reporting system.

## 23. TRAINING

Employee training on how to use the TimeClock Plus system will be provided to all employees at their new hire orientation. Any additional training will be provided upon request by the Business Office on an "as needed" basis. Any request for training should be directed to the Business Office.



## **24. TIME CLOCK SYSTEM AUDITS**

TimeClock Plus data is subject to annual external audit and may be monitored by a third party to verify compliance. Additionally, the NISD Assistant Business Manager and/or Payroll Clerk will monitor TimeClock Plus data on a regular basis and review for irregularities or patterns. Any irregularities and/or patterns will be reported to appropriate Principals and/or Directors and all findings will be investigated.

## **25. ABSENCES FROM DUTY**

Your attendance is extremely important to the success of NISD. We expect employees to strive for perfect attendance and to arrive for work on time. We recognize however that, on occasion, an absence from duty or a late start may be unavoidable. TimeClock Plus is an electronic timekeeping system and as such does not remove the need for employees to complete an Absence from Duty form when they are away from or late to their worksite. This includes absences for school business. Your supervisor will direct you on the appropriate method of reporting an absence from duty.

All Absence from Duty forms should be submitted by Campus/Department secretaries with all payroll documentation so that any leave (business or personal) edits can be verified. When the leave type is not selected, the District will use any accrued compensatory time first, then local, then state leave.

## **26. ADDING AND REMOVING EMPLOYEES FROM SYSTEM**

New employees will be added to the TimeClock Plus System by the NISD Assistant Business Manager and/or Payroll Clerk as soon as possible after employment. The NISD ID number is assigned by the Human Resources Department. New employees should obtain their ID number prior to beginning work.