

Dayton ISD

Time Clock Policy and Guidelines

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1. INTRODUCTION

The Dayton 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 Dayton Independent School District (DISD). 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 DISD. 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. DISD ID NUMBER

Every DISD employee is assigned a DISD ID number upon hire. The DISD ID number is unique to each employee and is used for identification purposes throughout the District. The DISD 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

Time Clocks are located throughout the District. Please check with your Supervisor regarding clock locations in your area. A web-based version of the clock is accessible on the DAYTON ISD website under Staff Resources then “Useful Links”.

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. Substitute is defined as a person who serves on a temporary basis in the place of a current employee and paid at the daily rate of pay as set by the employer. Work in a vacant position is **not** considered substitute service.

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 Edit 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 DISD Business Office for clarification.

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

8. VIEWING & APPROVING 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 DISD ID number. Follow the prompts to view cumulative time for the current week.
- To view your hours from a district computer –Go to the Dayton ISD website under Staff Resources then “Useful Links”. Select “Time Clock Plus”. Enter your DISD ID number and PIN number in the fields provided. Click View to view your cumulative time for the current week or any prior weeks.
- To approve your hours from a district computer-Go to the Dayton ISD website under Staff Resources then “Useful Links”. Select “Time Clock Plus”. Enter your DISD ID number and PIN in the fields provided. Select View, View Hours. To approve time click the **E** (employee approval) column to approve each segment of time.

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.

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 employee's 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. LUNCHESES

There is no FLSA (Fair Labor Standards Act) requirement to provide meal break periods. However, DISD 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.
- Lunch break should be a 30 minute duty free period.
- Due to the nature of some district positions, exceptions to the lunch period may be made with the approval of the employee's supervisor.

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 as long as minimum number of 38 hours is met.

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 DISD 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 Sunday at 12:00 AM and runs through Saturday 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. PROCEDURE FOR CLOSING THE WORKWEEK

Payroll will close the week by 5:00 PM on the Monday following the close of the pay period, unless there is a scheduled holiday. It is imperative that Time Clock Managers have their employee's time approved and error free by the deadline. This will allow time to be released for payroll processing.

Campuses/Departments that are not approving the current workweek by the preset payroll schedule will be contacted and repeat violations may result in corrective action.

16. 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.

17. 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.

18. LEAVE

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

19. 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.

20. TIME CLOCK EDITORS

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

- Collecting, verifying, and maintaining the Time Clock Edit 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.

21. TIME CLOCK MANAGERS

Time Clock Managers are assigned by the Associate Superintendent of Business Services and are responsible for monitoring and approving the electronic time and attendance information for their site each period.

22. TIME CLOCK EDIT FORM

Any corrections to time require a Time Clock Edit 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 out times
- Punches against the wrong job code.

23. VOLUNTEERS

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

24. 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.

25. 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 DISD Director of Accounting 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.

26. ABSENCE FROM DUTY

Your attendance is extremely important to the success of DISD. 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 allows employees to electronically request a day of leave. The employee will select a leave code to use and enter a reason in the remarks field. This includes absences for school business.

- To request leave from a district computer –Go to the Dayton ISD website under Staff Resources then “Useful Links”. Select “Time Clock Plus”. Enter your DISD ID number and PIN in the fields provided. Click “Requests” enter your normal start time and total hours requested off (ie 8 hours, full time employee) select leave code and enter remarks in description field then click save. You will be notified when you clock in/out when your request has been approved by your supervisor.

27. ADDING AND REMOVING EMPLOYEES FROM SYSTEM

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

