

## TIME CLOCK & ACCESS CONTROL AGREEMENT

### Exempt Positions:

I \_\_\_\_\_, understand that my job is classified as an **EXEMPT** (Executive, Administrative and Professional employees including Teachers), position and therefore is **NOT** subject to FLSA overtime laws, but clocking in/out is required by Dayton ISD.

### Non Exempt Positions:

I \_\_\_\_\_, understand that my job is classified as a **NON-EXEMPT** position and therefore **IS** subject to FLSA overtime laws, in which case I must be clocked in for all hours I work.

**I understand that Dayton ISD does not allow overtime unless it is approved by my supervisor ahead of time and that Dayton ISD routinely accumulates overtime for paraprofessionals with time and a half compensatory time.**

In order to protect district employees and ensure compliance with US Department of Labor laws and guidelines, I am required to clock in and out for my position every time that I work for Dayton ISD and must not be clocked in when I am not working for Dayton ISD.

I understand: 1. "Riding" the clock (being clocked in when I am not working for Dayton ISD) is considered fraud and grounds for dismissal.

2. I must clock out and then back in for lunch every day that I have lunch. If I am interrupted during lunch to perform my job duties, I must notify my supervisor who can adjust my time accordingly.

### All Positions:

I understand: 1. Clocking in and out is an important part of my job and that being able to do so is required to keep my job.  
2. Clocking in and out for anyone other than myself is considered fraud and grounds for dismissal.  
3. Asking someone else to clock in and out for me is considered fraud and grounds for dismissal.  
4. If I forget to clock in or out, I must notify my supervisor immediately and complete a Time Clock Edit Form documenting my missed punch, if I am not able to correct my time at my next punch.

I also understand that I need to carefully review and approve my time each week to verify that the times clocked in and out are correct and have the correct job code if I work multiple jobs. **When I approve my time each week, I am stating that it is true and correct.**

I understand my ID badge must be guarded, as it controls access to the time clock as well as access to the building.

If I lose my badge, I must notify my supervisor immediately as well as Suzanne Chachere in Technology at 936-258-2667. The cost to replace a badge is \$5.

I hereby acknowledge receipt of a copy of the Dayton ISD Time Clock Policy & Guidelines. I agree to read the policy and abide by the standards, policies, and procedures defined or referenced in this document.

**I understand that failure to follow these guidelines can result in discipline and/or in my dismissal.**

Policy is available in electronic format on the Dayton ISD website ([www.daytonisd.net](http://www.daytonisd.net)). Click Staff Resources, and Useful Documents for Staff.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date