

Dexter Consolidated Schools

Dexter Consolidated Schools will utilize a computer based time clock system for its non-exempt employees. This is the official time record for employee compensation. To provide uniformity within the district, the following shall apply.

TIME CALCULATIONS

Every employee has assigned working hours within a Monday through Sunday work week. You are expected to "clock-in" upon your "start time" and "clock-out" upon your "finish time."

Any deviation from the assigned working hours **MUST** be approved in writing, in advance by your supervisor.

Continual and/or repeat deviations from assigned working hours will be grounds for disciplinary action. These deviations include, but are not limited to, time changes that did not have prior approval, tardiness, and clocking in/out early or late.

Pay will not be altered nor Flex Time accrued for clocking in early or clocking out late. In the event an occasional infraction of the assigned working hours occurs there will be a 10-minute grace period. More than the 10-minute grace period will be counted at 15-minute increments. Infractions resulting in Over Time will be paid **only** when Over Time has been authorized in advance.

Any time an employee leaves the campus during the workday, on other than work related business, the employee must "clock-out." Upon returning to work, the employee must "clock-in."

If the calculations result in the loss of any time then the policies and procedures for Leave of Absence reporting do apply. A Request for Leave form must be completed and approved.

All types of leave, with or without pay, require advance approval except in emergency situations. Full pay will be deducted from an employee's salary for each unauthorized absence or for any absence not meeting the criteria specified in the policy covering the leave for which the absence was authorized. Information on Employee Leave may be found in Board Policy on the Dexter Consolidated Schools website.

The district allows Flex Time in 15-minute increments only if **prior** approval has been obtained from the immediate supervisor. If Flex Time is accrued, every effort must be made to use it within the same work week. The immediate supervisor, at their discretion, may give written approval for Flex Time to be used in a subsequent work week. However, Flex Time will not be granted if it was not earned within 30 days of it being requested. When Flex Time is used, a copy of the timesheet where the time was accrued and written approval must be attached to the Request for Leave.

Under no circumstance is it acceptable to clock or "punch in/out" another employee. Falsification of records or documents is a violation of district policy and will result in both employees receiving disciplinary action in accordance with district policy. Compliance with these requirements is expected and any failure to follow these conditions will be treated as insubordination, warranting serious discipline.

TIME CLOCK PROCEDURES

The Time Clock Procedures to be followed for the Timeclock Plus system are as follows:

- A) Clock in at the beginning of the work day/shift and clock out at the end of the assigned work day/shift.
- B) Clock out at the beginning of your lunch period and clock in at the end of your lunch period. If more than 4 hours are worked during the day, a lunch period is mandatory. Employees are not allowed to work through their lunch break.
- C) It is not necessary to clock in and out for the morning and afternoon 15 minute breaks.
- D) Failure to clock in or out and failure to notify your immediate supervisor more than once in a continuous three (3) month period, will result in disciplinary action being taken.
- E) Continuous failure to clock in or out, even if the immediate supervisor is notified, may be considered abuse of these procedures and will result in disciplinary action being taken.

Print Name: _____ Assigned Work Hours: From _____ am/pm TO _____ am/pm

I have read and I understand the above information and agree to abide by these procedures. I understand that any time recorded on my timesheet over my contracted hours will not be compensated unless the time is deemed an emergency and has been approved in advance by my immediate supervisor and the Superintendent.

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____