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DEPARTMENT OF HUMAN RESOURCES

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BULLETIN #10 (2020-21)

DATE: September 14, 2020

TO: Building Administrators, Central Office Department Heads and Other Personnel Having
Supervisory Responsibilities, Including Building Engineers

SUBJECT: Reporting of Time for Non-Instructional Personnel

The payroll time card is a legal record that certifies the time worked by each employee. The card is used mainly to determine the amount of money due the employee by the school district. Administrative and supervisory staff may assist employees in filling out time cards and identifying inaccuracies, **however it is the responsibility of each employee, to make sure that the information given on each time card is a true and accurate record of the employee's time.**

In order to have a uniform system, as well as to help insure the accuracy of the time card, you are reminded that the following points must be observed and followed by all concerned:

1. Each employee is responsible for the completion of his/her own time card.
2. For employees required to use a time clock, all in and out entries on the time card are to be made by using the time clock. Non-punched entries, if approved, must be initiated by the supervisor and are subject to explanation. No one is to punch any time card except the employee. Time cards are to be kept in the rack near the time clock if such a rack is provided.
3. For employees not required to use a time clock, all in and out times must be entered for each day worked. The in and out times entered must accurately reflect the employee time on and off the clock. No one is to enter time on an employee's time card except the employee, a supervisor, or a timekeeper authorized by a supervisor.
4. The employee is responsible for adhering to the time set for his/her shift. Shift time is not to be adjusted in order for a late employee to put in a full shift. Example: If an employee's shift is 3:00 to 11:00 p.m. he must punch in by 3:00 p.m. or be docked in appropriate quarter-hour multiples, and the time card should so read.

Operation employees are not to leave the school premises or grounds for personal reasons during their shift unless they have received advance permission from the supervisor. When such permission is given, the employee is to punch out when he leaves and punch in if and when he returns. Reasons, other than personal, for leaving the school premises or grounds during shift time must be of an emergency nature in the best interests of the school or school system. If and when such circumstances arise, full particulars must be reported in writing to this office by the supervisor – after the fact, of course. Unpaid lunches may be taken away from the school premises but must be limited to one-half hour in duration. Breaks, if taken away from the school building must be authorized by the employee's supervisor, and limited per contract Article 15 C.

5. Sick leave may be utilized in increments as required by health considerations. Personal business may only be taken in increments of 2 hours with advance notice to the employee's supervisor. Personal business may be taken in half-hour increments with supervisor approval. For 12-month employees, vacation time may be taken in any increment with prior approval of the employee's supervisor.

Supervisors are responsible for reviewing time cards for accuracy as well as checking any and all extensions on the employee's time card. If a supervisor questions the accuracy of any time card it should be discussed with the employee. The employee should be aware of any change in the time card as a result of this.

Supervisors are responsible for informing all non-instructional employees of these procedures. Employees are responsible for complying with all points contained herein. Failure to do so may result in disciplinary action.

For help or information on how to complete a time card, employees should consult their supervisor. Supervisors may wish to call the Payroll Department for additional help.

For help in interpreting this bulletin, or in applying it appropriately, please contact Human Resources.

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