



## Instruction/Training for ISD #318 Hourly Employees

### **I. INTRODUCTION**

Hours worked by hourly employees will be tracked using the Veritime Electronic Time Keeping System beginning in 2013. Hourly employees are required to clock in and out at their scheduled start/end time each day. Clocking in/out is not necessary for break or lunch times unless specifically directed to do so by the HR office.

### **II. OFFICIAL TIME OF RECORD**

The Veritime time keeping system will become the official basis for recording hours worked for hourly employees of the Grand Rapids School District.

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

It is a job requirement that all hourly employees clock in at the beginning of a work day and clock out at the end of a work day at their place of work.

- Employees need to log in and out within 5 minutes of their assigned scheduled times.
- Employees are to log out and back in if they leave their work site for non-district business (dentist, non-district meeting, errand, etc.).
- Employees must log out if they are leaving (and not returning) to a site within the district prior to the end of their normal schedule
- Any accumulation of extra or over time must be **approved in advance** of the actual time worked.

### **IV. NON-COMPLIANCE, FALSIFICATION, TAMPERING AND UNAUTHORIZED VIEWING**

The following activities are strictly prohibited and will result in disciplinary action:

- Any attempt to tamper with time keeping hardware (i.e., computer clocks) or software
- Failure to follow appropriate procedures for clocking in/out
- Sharing of or possession of another employee's identification
- Logging in or out for another employee (a.k.a., 'Buddy Punching')
- Anyone interfering with other employee's use of Veritime

- Unauthorized viewing of another employee's time in Veritime

## **V. CLOCK PROBLEMS**

If an employee is unable to log in or out, it is the employee's responsibility to immediately inform the building secretary, principal or immediate supervisor. In this situation, the building secretary will manually clock the employee in or out. The building secretary will then notify the HR office and Technology Department of any clock problems.

## **VI. HOLIDAYS**

Holidays are identified as no-work days on the Veritime system. Additional pay (if applicable per contract) will generate for these days if worked.

## **VII. LUNCHES**

If applicable to your position, your lunch time will automatically be deducted. Employees do not have to clock in or out for lunch breaks. If an employee does not take their lunch on a given day, they must notify their building principal or director to request a time keeping adjustment.

## **VIII. UNREPORTED HOURS**

Hourly employees are not permitted to work from home. Employees are required to log in before performing any work. Once an employee has logged in, he/she is responsible for starting work. Employees are not permitted to log out until the employee actually stops working.

Forgetting to clock in or out is not a legitimate reason for working off the clock.

Employees that under report or fail to report hours worked are subject to disciplinary action.

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

The payroll office will close the pay period in Veritime according to a present schedule to ensure that time adjustments and leave taken are properly recorded. Therefore, it is imperative that Campus Administrators (Building Secretaries, Directors, and Principals) resolve all time keeping issues within three (3) business days of the end of each week.

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

The dispute will be properly documented by the Supervisor, signed by both the Supervisor and the employee and submitted to the Human Resource (HR) Director for further investigation and resolution.

## **XI. OVERTIME or Extra Time**

Overtime and/or extra time must always be authorized in advance by a Supervisor.

## **XII. PRINCIPALS AND DIRECTORS**

Principals and Directors are to review the time data information for each employee each pay period. Principals or Directors must approve all timesheets for their location/department three (3) business after the end of each week.

## **XIII. BONA FIDE VOLUNTEERS**

Bona fide volunteers are generally described as individuals who perform hours of service without promise, expectation or receipt of compensation for services rendered. If these conditions are met, an individual will not be subject to FLSA (Fair Labor Standards Act).

Hourly (non-exempt) employees may not volunteer to perform their regular duties without compensation.

## **XIV. TRAINING**

Hands on training will be provided on an 'as needed' basis.

## **XV. DEFINITION OF NON-EXEMPT EMPLOYEE**

Hourly (non-exempt) employees are determined by FLSA and they include positions such as educational professionals, secretaries, maintenance workers, custodial staff, food service workers, clerical staff, etc. Please contact the Human Resource office for questions about specific positions.

## **ABSENCE REPORTING**

All 318 employees must request approval to be absent during any regular scheduled duty days/shifts using the Aesop system. Most employees are required to enter absences on the automated absence reporting/sub calling system which can be access either by phone or by internet. (Only Bus Drivers are exempt at this time from using this automated system.)

Requests must be entered PRIOR TO the absence in order to be properly processed. The procedure follows:

1. Employee enters request to be absent prior to the occurrence.
2. Supervisor electronically approves/denies the request. (The employee will be notified once the supervisor has approved/denied the request.)
3. Absence occurs, if approved.
4. Supervisor verifies absence after it occurs (start and end time, name of sub code, etc.).
5. Information is uploaded into the payroll system for processing of leave time and substitute payments (when a sub has been employed to fill the vacancy).

Absences can be entered either by phone or by computer up to the end of the workday on the day of the actual absence. If an employee forgets to enter it prior to the day of the absence, he/she may go in at any time during the day of the absence to enter it. Employees will need to contact the HR office if they forget to enter an absence prior to the day of the absence. All absences from duty must be accounted for. Each employee will take responsibility for reporting their own absence by following the proper procedure. Please report absences in the proper manner and time frame. Recurring failure to follow the absence procedure will be considered a deficiency.

### **Sub Calling System**

The school District maintains an automated substitute calling system for employees.

The system can be reached by calling toll-free (800)-942-3767. Absences may also be entered on-line through the district web site. The help desk is staffed from 7:00 a.m. until 1:30 p.m. when school is in session and can be reached by calling 327-5722. Most employees are required to be registered in the system. For detailed information contact your building secretary or the Human Resource Department.