



# Time and Attendance Procedures

## INTRODUCTION

The School District of Clayton uses Frontline's electronic time tracking system *Time and Attendance* to capture and record all part-time and non-exempt employee time records. Time and Attendance allows the District to accurately record, track, and report employee information in real time. This 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 procedures and guidelines have been created to ensure accurate recordkeeping and compliance within the District.

## OFFICIAL TIME OF RECORD

The Time and Attendance electronic time tracking system is the official timekeeping software for all part-time and non-exempt employees. In order to ensure consistency of treatment for hourly employees, the data recorded in Time and Attendance shall be considered as the "official" record of the workday for the District. Any disputes over actual hours worked or attendance will be resolved by referring to the Time and Attendance records.

## ID BADGE AND TIME CLOCK LOCATIONS

Every District employee is assigned an ID badge upon hire, which is used for identification purposes throughout the District. The ID badge can be used to clock in/clock out by scanning the badge at the time clock kiosk. Employees with multiple Time and Attendance accounts (i.e., a regular employee who is also a substitute teacher) will *not* be able to scan their ID badge to clock in/clock out. These employees need to clock in/clock out at a time clock kiosk using their Time and Attendance phone number and PIN, or on a workstation computer using their Frontline username and password. Kiosks are located throughout the District at every school site. Please check with your administrator or supervisor regarding kiosk locations in your building. **Employees are not permitted to use a personal device to clock in or clock out without written authorization from their supervisor.**

## DAILY CLOCK IN/OUT REQUIREMENTS

It is a job requirement that all part-time and non-exempt employees must clock in/clock out at their regularly scheduled times. Employees are not required to clock in/clock out for their lunch period. Time and Attendance rounds to the quarter hour in seven (7) minute intervals. A maximum of two (2) 15 minute rounding overages will be permitted a week (total of 30 additional minutes) without prior approval. Excessive rounding overages without prior approval may result in disciplinary action.

Chronic failure to clock in/clock out correctly may result in disciplinary action.

Clocking in or clocking out other employees may result in disciplinary action.

Under certain conditions (such as training at an off-site location, extracurricular events, etc.) when an employee cannot clock in/clock out at their worksite, the employee should promptly report time worked to the building administrative assistant responsible for reconciling the timesheets so that their time worked can be manually entered.

## TIME CLOCK PROBLEMS

If an employee is unable to clock in/clock out because of a time clock malfunction, accidental oversight, or other reason, it is the employee's responsibility to immediately inform their building administrative assistant. The building administrative assistant will manually correct the clock in/clock out information.

## MULTIPLE POSITIONS/JOB CODES

There may be instances where employees have multiple positions within the district. If an individual has more than one position within the district, it is the responsibility of the employee to ensure that they are clocking in/clocking out for the correct position/job at all times.

Employees who have clocked in/clocked out incorrectly by selecting the wrong position/job will need to contact their administrator or supervisor prior to the end of the pay period so their time can be corrected.

Chronic failure to clock in/clock out correctly may result in disciplinary action. If you are unsure which position/job you should be using, please contact your administrator/supervisor or the Business Office for clarification.

## WORK DAY AND WORK WEEK

Each employee will be provided with an appropriate work calendar developed annually by the Office of Human Resources. The administrator or supervisor will establish your daily work schedules. The daily schedule or work calendar may be modified during the course of the year, as required by weather conditions and other unexpected events.

A workday is defined as 8 ½ hours per day of which thirty (30) minutes per day shall be allocated for lunch. Any job varying from this will be so stated in the letter of employment.

It is up to the discretion of the administrator or supervisor to vary the length of time allocated for lunch to no less than twenty (20) minutes per day or no more than one (1) hour per day. The 8 ½ hours workday shall be adjusted accordingly.

A workweek begins on Monday and ends on Sunday.

Timely and regular attendance is an expectation of performance for all School District of Clayton employees. Employees are expected to follow established notification procedures if they will be late for work, will not be at work, if they wish to arrive early or leave early from an assigned daily work schedule. An employee must obtain approval from their administrator/supervisor in advance and in accordance with departmental procedure for any requested schedule changes or requested planned time away from work. This approval process also includes use of available leave.

Administrators have discretion to evaluate extraordinary circumstances of a tardy, absence or failure to clock in/clock out and determine whether or not to count the incident as an infraction. The Office of Human Resources is available to advise administrators regarding the evaluation of extenuating circumstances. Infractions of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Progressive Discipline Process.

## OVERTIME

It may occasionally be necessary for part-time and non-exempt employees to work more than forty (40) hours during a given workweek. Whenever such overtime situations occur, the following provisions will be applicable:

1. For purposes of the procedure, "hours worked," means all hours during which the individual is required to be on duty, generally from the required starting time to scheduled quitting time.
  - a. Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period.
  - b. Break periods of fifteen (15) minutes or longer do not count as work time.
2. Individuals who begin work earlier or work later than their assigned hours must receive prior authorization from their administrator or supervisor AND the Assistant Superintendent of Human Resources. Facility Services employees must receive prior authorization from their supervisor unless there are extenuating circumstances.
3. Individuals eligible for overtime are required to clock in/clock out of the District time clock system showing actual hours worked. Failure to maintain or falsification of such records may result in disciplinary action.
4. Upon required authorization, overtime payments in excess of forty (40) hours worked at the rate of one and one-half times the hourly rate will be allowed for all days, except Sundays and holidays, when overtime payment at two times the hourly rate will be allowed. Sunday and holiday work must be mandated in the case of an emergency by an administrator or supervisor, not voluntary on behalf of the employee.

## ABSENCE FROM WORK

Employees eligible for leave must request absences from work through the Absence Management program. Administrative discretion will be used in emergency cases when a request cannot be entered.

An employee who fails to request leave, call in, or report to work as scheduled for three consecutively scheduled work days will be viewed as having abandoned their position and employment will be terminated. The administrator or supervisor should consult with the Office of Human Resources if this situation occurs.

## TARDINESS

Habitual or chronic tardiness or unauthorized absence during work may result in disciplinary action and loss of pay at the discretion of the administrator or supervisor. In such cases, appropriate action or termination will be taken and is subject to review by the Assistant Superintendent of Human Resources.

## SNOW DAYS/CALAMITY DAYS/SNOW SCHEDULE

If weather or road conditions are severe enough to warrant cancellation of school, all support staff will be granted a calamity day to cover your daily required work schedule for that day. If you are required by your supervisor, with approval from the Office of Human Resources, to work a snow/calamity day, you will be paid for your daily required work schedule and in addition, actual hours worked that day will be paid at one and one-half times the hourly rate.

Another option for addressing inclement weather is opening on a snow schedule. If the weather or road conditions are not severe enough to warrant cancellation of school, but problematic enough to cause delays, this option will give staff additional time to get to work without having to use a full snow day. The announcement that the District is opening on a snow schedule would be made at the same time and via the same channels that are used to announce school closings. All staff may delay the time they report to work by up to one hour to allow for weather-related travel conditions.

Should any employee's action result in disciplinary action, proper review will be made and appropriate action will be taken. All actions are subject to review by the Assistant Superintendent of Human Resources.

PROGRESSIVE DISCIPLINE PROCESS\*

Infractions of these rules within a rolling 12-month period beginning with the date of the first infraction will be handled as follows:

- First through third infraction will each result in a written warning by the administrator or supervisor.
- Fourth and fifth infraction will each result in a written warning by the administrator or supervisor and a meeting with the Assistant Superintendent of Human Resources.
- Sixth through tenth infraction will each result in a written warning and meeting with the Assistant Superintendent of Human Resources, and a one (1) day suspension without pay.
- Eleventh infraction will result in dismissal.

\* Please note: An employee can be placed at any level of the process depending upon the severity of the infraction.

EXAMPLES OF ISSUES SUBJECT TO PROGRESSIVE DISCIPLINE

The following is a non-comprehensive list of employee issues that may be subject to progressive discipline.

- Excessive absences
- Excessive tardiness
- Not meeting job requirements
- Inability to meet deadlines
- Poor quality of work
- Insufficient quantity of work
- Falsifying time records
- Insubordination
- Arguing/fighting with co-workers
- Throwing objects
- Substance abuse
- Unauthorized use of a personal device to clock in or clock out.
- Chronic failure to clock in and out correctly
- Clocking in or clocking out other employees

EXCLUSIONS FROM PROGRESSIVE DISCIPLINE PROCESS

Behaviors that are commonly excluded from a progressive discipline approach and that subject the employee to immediate discharge might include the following:

- Possessing or consuming non-prescribed narcotics on company property
- Reporting to work intoxicated/impaired
- Instigating a physical fight on company property
- Falsifying time records
- Carrying a weapon on District property
- Theft
- Intentional harassment or discrimination, including sexual harassment
- Destruction of property or violence
- Extended unexcused absences
- Gambling on company property