

Subject: Recording of Hours Worked Policy

Effective Date: March 07, 2008

Approved By: Board of Directors

Policy: It is the policy to keep accurate records of the hours actually worked (including overtime hours where applicable) and of the taken and available accrued leave time, and to ensure pay in a timely manner.

Procedure:

1. To ensure that accurate records are kept of the hours actually worked (including overtime hours where applicable) and of the accrued leave time that has been taken, and to ensure pay in a timely manner, all employees will be required to record their time worked and/or absences using the School's official time record system.
2. Non-exempt employees should use the school's time clock to record daily hours.
 - a. Supervisors will work with employees to review the time record for each pay period and resolve any discrepancies.
3. All employees should use the school's Request for Time Off form to record paid leaves of absence. Once signed and approved by the supervisor, these forms are forwarded to Human Resources for entry into the time record system and storage in the employee's personnel file.
 - a. Exempt employees must also use this form to record unpaid absences of one or more full days.
4. Actual hours worked and leave time taken must be recorded accurately. Falsification of a time record is a breach of school policy and is grounds for disciplinary action, including the possibility of discharge.
5. Rounding of Clock-Time – Clock hours are rounded by the Payroll Department as follows:
 - a. Greater than 7 minutes, round up to next quarter hour
 - b. Less than or equal to 7 minutes, round down to previous quarter hour.

Original Policy 02/27/01

Revised Policy 03/07/08