

# Cleburne ISD Time Clock System

## Employee Procedure Manual

The Fair Labor Standards Act (FLSA) is a US labor law that requires employers to keep detailed time records for their non-exempt employees. CISD uses an automated time reporting system (Veritime/Time and Attendance) to record employee hours worked. All non-exempt CISD employees are required to clock in and out daily.

- Examples of non-exempt employees include secretaries, aides, bus drivers, maintenance workers, custodians, cafeteria workers, computer technicians.
- Hours worked means being “actively” engaged in performing work while the employee is on the premise. Any type of leave (state leave, local leave, vacation leave, holiday leave, comp time, etc..., are not considered hours worked and will be excluded when determining the number of hours worked in a workweek. Travel from home to work or work to home is not working time.

**Overtime (DEA Local)** – The district compensates overtime for non-exempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or non-exempt for purposes of overtime compensation.

1. Professional and administrative employees are not eligible for overtime compensation.
2. Only non-exempt employees (hourly employees and paraprofessionals) are entitled to overtime compensation.

**It is the non-exempt employee’s responsibility to:**

1. Clock in and out daily at your designated time. Check with your supervisor if you have specific questions about your arrival or leave time.
2. Communicate with the supervisor/editor regarding any missing clock times (missed punches). **All time edits are to be done within 3 days of the time worked.** Alterations to timesheets will not be done once the supervisor has approved and locked the timesheet.
3. Submit their time each week electronically. Electronic submission is the equivalent of signing a physical timesheet. **All timesheets must be submitted by Tuesday of the following week.** Please see “*How to Electronically Submit Your Timesheet*” located on the CISD Intranet, under Human Resources.
4. Monitor their weekly time. All overtime hours (in excess of 40 hours) must be approved by the supervisor, prior to work being performed. Any employee working unauthorized overtime may be subject to disciplinary action.

Failure to correct time discrepancies means incorrect weekly times. This often results in hourly payroll dockage. If an employee fails to clock in or out which results in a shortage of hours on the employee’s paycheck, the monetary adjustment will be included on the next month’s paycheck.

**The payroll office will not issue a separate check to an employee whose check is short due to their failure to correct their timesheet in a timely manner.**

**Missed Punch/Correction Forms:** when an employee fails to clock in/out, or when there is a network or computer issue, it is the employee's responsibility to complete a **Missed Punch/Correction Form**. Please see the campus editor (secretary) for help. The form must be completed and signed by the employee and the supervisor. Once the campus editor has made the adjustment, the form will be forwarded on to HR. Uncorrected Missed punches will cause errors in pay or leave balances. Excessive missed punches due to employee's failure to comply with procedures will be addressed by campus administrator.

- All non-exempt employees shall have a duty free, 30 minute lunch/break built into their job code/schedule in Veritime/Time and Attendance. Employees are to take this 30 minute lunch/break consecutively.
- If an employee is required by a supervisor to work through the duty free break because of a special program, employee shortage, field trip, etc..., the employee is to submit a missed punch form to his supervisor indicating the details within one week of the event.
- CISD does not offer paid break time. If an employee leave's the campus for additional time other than lunch, the employee must clock out when leaving the campus and clock back in upon return.
- Intentionally or carelessly working off the clock is prohibited. Employees are not permitted to clock out before actually stopping work. Employees who do not report hours worked are subject to disciplinary action.
- Taking care of personal matters, visiting with co-workers, running errands or simply "not working" while on the clock is considered "riding the clock" and is grounds for immediate disciplinary action.
- **Employees are not permitted to clock other employees in or out of the system.** This is considered "Buddy Punching". Any employee who violates this policy will be subject to disciplinary action and possible termination.

All absences are required to be entered into Aesop/Absence Management. It is the employee's responsibility to enter their own absence. Failure to report absences can result in incorrect payroll deductions. **Emergency absences that are unable to be reported to Aesop/Absence Management must be reported to the building secretary/supervisor the same day.**

Please refer to the CISD Employee Handbook regarding leave and absence policies. It is important to remember that comp time is used first prior to any other leave balance. State and local leave days have certain rules and restrictions.

Please contact Wendy Cook in the CISD Human Resources department at 817-202-1154 for specific questions regarding timesheets and leave/absences.

**I acknowledge that I have reviewed the CISD Time Clock System Procedure Manual and understand it is my responsibility to comply with all procedures.**

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**Employee Signature**

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**Date**