

## **Procedure Employees**

1. All non-exempt employees must use the automated time clock for all hours worked
2. The work week runs from Saturday morning 12:00 a.m. to Friday night 11:59 p.m.
3. Punches are rounded to the nearest 15 minutes (rounding on 7 minute increments).
4. Every employee will be scheduled for the hours they are approved to work An employee may not work over their scheduled time without administrator, or director approval. The employee is responsible for working their allotted hours. Administrators should provide employees with information on shortages or overages weekly so the employee can adjust their hours. Variance from the above procedures is grounds for disciplinary action.
5. Shortages in hours will need to be made up weekly whenever possible and should always be completed by the end of the pay period. If there is a shortage at the end of the pay period, leave should be taken, if no leave is available the shortage will be deducted from pay.
6. Employees working over 40 hours in a week will be paid in compensatory time at the rate of one and one half hours per hour worked. All compensatory time over 40 hours must be pre-approved by a Director for cost approval. Employees may not accrue more than 100 hours of compensatory time. Compensatory time must be resolved upon mutual agreement of the administrator and employee before it reaches the maximum.
7. If a director approves payment of compensatory time, the leave must be converted to comp time paid on Time Force time. An approval e-mail from the director must be attached to the end of the month verification e-mail.
8. The pay period for Box Elder School District runs from the first day of the month to the last day of the month. All payroll will be paid from Time Force. The administrator must approve the time and submit an email of completion by the 3rd day of the following month. Any changes must be made and approved by the school and resubmitted. The payroll department cannot change punches.
9. Employees paid at the end of the month will be paid using total scheduled hours for the year divided by 12. Adjustments based on actual time worked will be paid on the mid month payroll or taken as leave.
10. Employees paid on the 20th will be paid for the actual hours worked in the pay period as approved by administrator and submitted by the 3rd of the month.
11. Employees that qualify for leave must request it through Time Force. Sick leave must be reported to immediate supervisor who will enter it in Time Force. Leave will be managed in hours. (BESSIE will no longer be used to track hourly employees leave.)