

**WYLIE INDEPENDENT SCHOOL DISTRICT**  
Time Clock Guidelines for Non-Exempt Employees

**I. INTRODUCTION**

Wylie ISD uses an electronic time keeping system called True Time. True Time will enable you to more accurately keep track of your time. It will also allow the District to more efficiently process your time worked for payroll purposes. The following procedures and guidelines have been created to ensure accurate recordkeeping and compliance within the District.

**II. OFFICIAL TIME OF RECORDS**

The True Time system and associated work records will become the official basis for recording hours worked for non-exempt employees. Any disputes over actual hours worked or attendance will be resolved by referring to the True Time records. Employees will be required to submit their timesheets electronically to their supervisor on a weekly basis. For purposes of Fair Labor Standards Act (FLSA) compliance, the workweek for District employees shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. Saturday.

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

All non-exempt employees will be required to “clock in” in the morning and “clock out” at the end of the workday at their respective locations. When missing a clock in/out add a note as to the reason for the missed clock in/out (this will apply to para professional support staff only).

**Other requirements and guidelines include:**

- Employees should not clock in earlier than 7 minutes before their scheduled start times (unless the employee has Supervisor approval for early arrival). Employees are expected to clock in by their scheduled start time.
- Employees shall not clock out before their scheduled ending time, unless authorized to do so by their supervisor. If a non-exempt employee that is paid on an annualized basis clocks out early, they shall use leave or time not worked will be deducted from their pay.
- Clock in/out time will be rounded at the end of the week. The total clock hour amount for each week will round to the nearest quarter hour. (e.g. 39 hours and 26 minutes will be rounded up to 39.5 hours and 40 hours and 2 minutes would be rounded down to 40 hours).

**IV. FALSIFICATION, TAMPERING AND UNAUTHORIZED VIEWING**

The following actions are considered a violation and could result in immediate disciplinary action including termination (see DH local).

- Any attempt to tamper with timekeeping hardware or software.
- Clocking in/out for another employee.
- Interfering with other employee’s use of the True Time System.
- Unauthorized viewing of another employee’s time in the True Time System.

The supervisor will review the specific details of any and all infractions and develop an appropriate response with the help of the Human Resources Department.

**V. CLOCK PROBLEMS**

The employee is responsible for correcting the timesheet if they are unable to clock in/out because of a time clock malfunction or accidental oversight as well as report the time clock malfunction. Paraprofessional staff can make these corrections with notations; all other non-exempt employees need to report immediately to their supervisor for correction. *Excessive “edits” to timesheet could result in revoking of edit privileges and possible disciplinary action.*

**VI. LUNCHES**

All non-exempt employees are expected to take a duty free lunch period each day. The duty free lunch should be a minimum of 30 minutes in length. The lunch period is considered unpaid time and employees should not be clocked in.

Due to the nature of some district positions, exceptions to the lunch period may be made with the approval of the employee's supervisor.

## VII. BREAKS

The FLSA does not require breaks or meal periods be given to workers. Non-exempt employees are allowed paid breaks during their shift as defined by their work schedule and their supervisor.

## VII. UNREPORTED HOURS

Intentional or careless working off the clock is prohibited. Employees are required to clock in before performing any work. Employees are not permitted to clock out and continue to work. Forgetting to clock in/out is not a legitimate reason for working off the clock. Non-exempt employees are not allowed to work from home.

## VIII. PROCESSING OF ELECTRONIC TIME REPORTS

The payroll office will import timesheets on a weekly basis. Employees must submit their timesheets to their supervisor no later than **5:00 p.m. on Monday** for the previous weeks' time worked. Each supervisor or designee will review/ sign and submit to payroll for processing.

## IX. OVERTIME/COMP TIME

Overtime or comp time should always be authorized in **advance** by a supervisor. Overtime or comp time will be calculated based on the actual hours recorded and credited to the employee, as measured by the True Time System. *Employees that work unauthorized overtime or comp time could be subject to disciplinary action (see DEAB local).*

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of compensatory time, the District shall require the employee to use the compensatory time, or at the District's option, the District shall pay the employee for the compensatory time. Employees may not have a negative balance of compensatory time; therefore, time may not be used in advance.

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time.

Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District (see DEC local). The District may require an employee to use compensatory time when in the best interest of the District.

All approved overtime will be calculated based on the actual hours recorded and credited to the employee as measured by True Time using straight time or time-and-a-half, based on the hours worked in the Time Clock Week.

Examples:

| Overtime paid as Straight Time  | Overtime paid at Overtime Rate   |
|---|--|
| 35 hours physically worked<br><u>8 hours out on leave</u><br>43 hours paid at the regular hourly rate (no overtime) | 42 hours physically worked<br>(2 hours paid at overtime rate of time-and-a-half) |

## X. DOCKED PAY

A non-exempt employee shall be docked for hours missed when all available local days, state days and compensatory time, etc. have been exhausted.

## XI. ABSENCES FROM DUTY

The True Time System is an electronic timekeeping system and as such does not remove the need for the employee to submit leave requests for days missed either through Employee Access or the Sub System.

## **XII. DEFINITIONS**

Non-exempt employees are determined by FLSA and include the following positions:

- Administrative Assistants
- Aides/Clerks
- Bus Drivers
- HVAC Workers
- Maintenance/custodial workers and managers
- Cafeteria Workers
- Managers

Please contact the Payroll Department for questions about specific positions. X3030