

TIME REPORTING

1. Purpose of Time Reporting

Recording of hours worked and/or leave time taken by employees is necessary to:

- a. Provide the District an accurate basis for preparing paychecks,
- b. Assure compliance with federal and state laws, and
- c. Maintain an effective and efficient cost accounting system.

Note: Collective Bargaining Agreements with the LCSD may outline other specific time reporting processes/procedures not included in this policy.

2. Hours Worked

The District will pay non-exempt employees for all hours worked. Hours worked include:

- a. Hours before or after the normally assigned shift, or any other irregular hours, even if the employee volunteers to perform the work. Periods of six (6) minutes or less are not considered overtime when such work periods are not regularly recurring. (This provision does not apply to employees who are performing volunteer work which is unrelated to their normal job functions.)
- b. Rest periods of 20 minutes or less.
- c. Travel time that occurs during an employee's normally scheduled work hours, including regular days off, holidays, etc.
- d. Hours spent at lectures, meetings, and training activities, unless attendance is completely voluntary.

Employees will not be compensated for time spent under the following conditions:

- a. Voluntary attendance, outside of work hours, at an independent school, college, trade school, or similar training offered by the District at the employee's own initiative even if the courses are related to the employee's current job or paid for by the District.
- b. Training outside of regular work hours required by law for certification of public-sector employees.

3. Position Designations – Exempt or Non-Exempt

All positions are designated as "exempt" or "non-exempt" according to federal and state laws and regulations. If an employee feels they are improperly classified, they should request a review of the classification from the Executive Director of Human Resources. An investigation will be conducted on a timely basis and the District will act to correct any errors as soon as practicable.

4. Responsibility for Exempt or Non-Exempt Designation

The Superintendent/designee will examine and evaluate position descriptions and duties performed for all positions to determine the position status as exempt or non-exempt. Administrators or managers/supervisors will notify the Superintendent/designee when the duties of a position have substantially changed in order to ensure the designation is accurate.

5. Responsibility for Time Reporting

All employees are responsible for accurately completing their own timesheets. Administrators or managers/supervisors shall not alter or adjust the hours that an employee reports on the timesheet. If an administrator or manager/supervisor believes an employee has completed the timesheet in error, the administrator or manager/supervisor shall discuss the issue directly with the employee.

a. All non-exempt employees will record all hours worked and all leave time taken, whether paid or unpaid, and the type of leave taken in the employee attendance management system.

b. All exempt employees in positions which require an accounting of hours worked will enter their hours worked for each project.

c. Exempt employees will record days off for leave in the employee attendance management system.

6. Safe Harbor

The District will classify employees as exempt or non-exempt, in accordance with the provisions of the Fair Labor Standards Act (FLSA) and applicable state law. Employees who believe their position is improperly classified may request a review of the classification by the Executive Director of Human Resources. An investigation will be conducted on a timely basis and the District will act to correct any errors as soon as practicable.

The District will not make improper deductions of pay from any employee, regardless of exempt or non-exempt status. Improper deductions should be reported to the Executive Director of Human Resources. The complaint will be investigated, and the District will act to reimburse the employee if an error is found. The District will continuously make a good faith commitment to comply with all provisions of the FLSA and state laws and intends this policy of correction to satisfy the “Safe Harbor” provisions of the FLSA regulations, as amended effective August 23, 2004.

Reference: Fair Labor Standards Act (FLSA), as amended.