

A. MONTHLY PROCEDURES

1. Each employee shall clock in/out each day. **EMPLOYEES CANNOT CLOCK IN OR OUT FOR ANOTHER EMPLOYEE.**
2. Time sheets shall be signed by the employee and supervisor at the end of each pay period, certifying that it is correct.
3. If employee is absent on time sheet day, employee shall sign time sheet immediately upon return to work. Failure to sign the time sheet at the proper time may result in delay creating overtime/extra help time for the time period.
4. If time sheet is not correct, the employee shall not sign the time sheet until corrected and shall notify his/her immediate supervisor immediately.
5. All employees are cautioned that clocking in/out for another employee, or altering of your own or another employee's time is falsification of a pay record and may result in termination.

B. ABSENCES

1. Any absence (sick leave, jury duty, etc.) will be recorded on the time sheet in lieu of the clocked time.

C. TIME SHEET INFORMATION

1. Time sheets must have employee's name, identification number, date, and week.
2. Time sheets must be signed by employee and Principal or Director.
3. All clocking errors or omissions must be reported to the employee's immediate supervisor immediately.
4. Overtime and dock schedules are as follows:
 - a. Clock in no more than 7-minutes prior to **starting** time.
 - b. Extra pay will begin on 8-minutes past your scheduled leave time. You must have prior permission for extra work.

- c. Docking hours will be 8-minutes past your **starting** time.
 - d. Clock in/out according to the designated work schedule approved by your supervisor.
- 5. All hourly employees, must clock in to start their daily work period and out to end their daily work period.
- 6. Employees that do not have work responsibilities during their meal period will clock in/out.
- 7. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.
- 8. If an employee leaves for personal business during work hours, he/she must have supervisor's permission and must clock in/out.
- 9. When overtime is worked as continuation of work schedule, overtime must be approved in advance by the employee's supervisor.
- 10. If called out to work after hours, clock in/out, then notify your supervisor so that time can be adjusted to reflect two-hour call-out.
- 11. All overtime, except emergencies, requires prior supervisory approval and appropriate paperwork completed.