



Time Record Guidelines for Non-Exempt Employees

INTRODUCTION

Effective July 1, 2011, ORS transitioned into the use of an electronic time tracking system called True Time. Effective July 1, 2014, all non-exempt employees must use True Time. The electronic time tracking system enables employees to more accurately keep track of time worked. It also allows the District to more efficiently process time worked and leave taken for payroll purposes. In order for this system to work to its fullest potential, all non-exempt employees noted above will be required to follow the guidelines outlined below.

I. OFFICIAL TIME RECORD

True Time electronic time keeping system and associated work records is the official basis for recording hours worked for non-exempt office and technology employees of ORS.

In order to ensure consistency of treatment of these non-exempt employees, the data recorded in the True Time shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the True Time records.

In order for the electronic timekeeping system to work as intended, these non-exempt employees must utilize this system.

II. EMPLOYEE TIME REPORTS

The Fair Labor Standards Act (FLSA) requires that employers keep certain records for employees. This includes detailed records on time and payments. An electronic timekeeping system is used to record all hours worked and leave taken during reporting periods for non-exempt personnel.

TrueTime reports must reflect all regular and extra duty hours worked for the period (including personal leave, compensatory time, holidays, etc.). Adjustments to hours and leave must be posted weekly to avoid errors and omissions that may occur if these adjustments are posted toward the end of the payroll period.

III. DAILY CHECK IN/OUT REQUIREMENTS

It is a job requirement that all non-exempt employees must "check in" in the morning, "check in and out" for lunch and "check out" at the end of the workday at their place of work using the True Time system. Note: Employees who are paid for lunches do not have to check in and out for lunch. Under certain circumstances (such as trainings at an off-site location, extracurricular events, etc.), the employee may have to make manual adjustments.

Other requirements and guidelines include:

- Employees are expected to check in and out at their scheduled times. Employees are expected to use available compensatory time or accrued leave if their hours worked for the week do not meet the scheduled contract hours.
- Check in and out times will be recorded in actual time.
- Employees are expected to check out and back in for lunch, with the exception of TA's, PARA's, COTA, Interpreter and nurse employees who are paid for lunchtime.

IV. FALSIFICATION, TAMPERING, AND UNAUTHORIZED VIEWING

Due to the severity of the infractions below, discipline up to and including termination will be enforced.

- Any attempt to tamper with timekeeping hardware or software,
- Keying in for an absent or late employee (a.k.a. "buddy check in").
- Anyone interfering with other employees' use of the True Time system.
- Unauthorized viewing of another employee's time in the True Time system.

The Department Supervisor and the Business Services' Supervisor will review the specific details of such an infraction (including but not limited to the above infractions) and develop an appropriate response.

V. TECHNOLOGY PROBLEMS

If an employee is unable to log in or out of True Time because of a computer malfunction or accidental oversight, it is the employee's responsibility to immediately correct their record and make a notation in their time record for supervisor review.

VI. SCHEDULES

It is expected that employees work scheduled hours. Employees should either be: at work, taking approved leave or observing a holiday. Holiday or leave hours do not count toward overtime.

VII. LUNCHES/REST BREAKS

All full-time non-exempt employees will log out a minimum of thirty minutes for lunch/rest break in accordance with Tennessee State Law. Also, any part-time employees scheduled to work six (6) consecutive hours must have a thirty minute meal/rest break as well.

In many cases, due to a specific job assignment, a teacher assistant will not be provided a duty free lunch. For that reason, ORS compensates this group of employees for a 30-minute break every day. Teacher Assistants only clock in at the beginning of the day and clock out when they depart work at the end of the day.

There is no other rest break requirement in Tennessee statute; however, ORS typically allows time for short breaks throughout the workday as needed. These breaks are paid as well.

VIII. REPORTING HOURS

The FLSA requires an honest, true and accurate reporting of time. Employees should login to TrueTime before performing work and logout at the end of the scheduled work hours. Employees are not permitted to work more than scheduled hours unless prior approval has been granted in writing by their Department Supervisor to work additional hours. Employees must not fail to report hours worked (such as working prior to signing in to TrueTime) nor work uncompensated overtime (continue working after logging out of TrueTime). Such actions are subject to disciplinary action. Likewise, Department Supervisors must correctly report regular hours and overtime hours for employees as well as not permit or require any non-exempt employee to work uncompensated overtime.

IX. COMPENSATORY TIME

Due to the needs of the school district, Oak Ridge Schools can require non-exempt employees to work additional hours. Employees do not have the right to refuse overtime hours in accordance with the FLSA. Compensatory time is time off with pay in lieu of overtime pay for hours worked in excess of the 40 contract hours for the week. The Fair Labor Standards Act (FLSA) was amended in 1985 to allow compensatory time to be awarded in lieu of cash overtime pay by employers in the public sector including school districts. Compensatory time is provided at a rate of not less than one and one-half hours for each additional hour worked in accordance with federal and state wage and hour restrictions.

As an example, for a week that includes a holiday, there are 32 contract hours in the week. Assuming the employee has worked more than 32 hours and less than 40 hours, the excess hours above 32 will be accrued at straight time as

compensatory time.

Department Supervisors must authorize in writing approval of additional hours as compensatory time prior to the performance of work. Where practical, supervisors should schedule equivalent time-off during the same work week to preclude the requirement for either compensatory time or overtime pay.

Compensatory time can be only be accrued within a current pay period. All compensatory time must be used within the pay period in which it is earned.

Every effort will be made to allow employees to use accrued compensatory time upon request if the resulting absence does not unduly disrupt the operation of the department.

District practice is to minimize additional hours worked and the resulting compensatory time balances therefore Oak Ridge Schools requires that employees use compensatory time before using vacation time.

Payment or use of accrued or banked compensatory time is required prior to the transfer of any employee to a different department. Employees who move from a non-exempt to an exempt wage and hour classification must be paid for any banked compensatory time at the salary in effect at the time of change.

An employee terminating from Oak Ridge Schools will be paid for all accrued compensatory time at the employee's regular rate. When an employee is terminating and that employee has a balance of accrued compensatory time, every effort should be made for the employee to take all compensatory time before the effective date of the termination. When this is not possible, an employee terminating shall receive full payment, at the employee's regular rate of pay, for the compensatory time balance.

X . O V E R T I M E P A Y

Due to the needs of the school district, non-exempt employees may be required to work additional hours. Employees do not have the right to refuse overtime hours in accordance with FLSA. Overtime hours begin to accrue once a non-exempt employee has exceeded 40 hours of time worked in a one week period.

Department Supervisors must authorize in writing approval of additional hours as paid overtime prior to the performance of work. Where practical, supervisors should schedule equivalent time-off during the same work week to preclude the requirement for either compensatory time or overtime pay.

Before authorizing overtime pay, Department Supervisors are responsible for verifying that funds are budgeted and available.

Overtime pay is calculated based upon the actual hours recorded and credited to the

employee in the TrueTime system. Payment may be made at straight time or time-and-a-half based upon the workable hours in the week. Hours worked in excess of 40 hours are paid at the rate of one and one-half times regular earnings.

XI. PROCESSING OF ELECTRONIC TIME

The district's standard work week for pay computation is 12:01 a.m. Sunday, through 12:00 midnight Saturday. Therefore, it is imperative that employees and Department Supervisors resolve all missed time, leave taken, holidays, etc. as soon as possible within a reasonable amount of time.

Within three (3) days of the prior week's end, employees must electronically submit time records for all hours worked to Department Supervisors. Supervisors will review and approve electronic time records which are then forwarded to Payroll.

Employees must secure prior supervisory approval in writing before additional work (either compensatory time or overtime) is performed.

When more than the scheduled 40 hours of work are submitted, employees must print out the time record documenting either the compensatory or overtime hours and have the extra hours worked verified and approved by Department Supervisors. Once supervisory approval is documented, both the approval timesheet and record of prior approval should be submitted to Payroll.

XII. DOCKED PAY

If a non-exempt employee is absent and has used up all available vacation days, emergency days, compensatory time, etc., the employee must enter leave without pay for the hours missed.

XIII. SUPERVISORS OF TIME RECORDS

True Time Supervisors (usually principals/directors/supervisors or designee) are to review the approved time information for each employee and then approve in the True Time system.

XIV. TRAINING

Training for processing timekeeping reports is typically provided during the summer of each year or on an "as needed" basis. Requests for training may be directed to Supervisor of Business Services.

XV. TIME REPORTS

The Business Office has the ability to audit reports and review for any irregularities or

patterns. All irregularities and/or patterns will be reviewed with the Department Supervisor and/or Time Manager and all findings shall be reported/investigated accordingly.

XVI. TIME OFF REQUESTS

True Time is an electronic timekeeping system and does not remove the need for employees completing a Time Off Request in Skyward when away from the District. All Time Off Requests should be submitted to Department Supervisors for approval.

XVII. ADDING AND REMOVING EMPLOYEES FROM SYSTEM

The Human Resources Department will submit employee information to the Business Office when an employee has been recommended for hire, experiences a change of employment status (non-exempt to exempt), resigns, terminates, etc. If an employee is unable to login to TrueTime on their first days of employment, a paper record may be kept until time records can be entered into the True Time system.

XVIII. DEFINITIONS

Employees classified as non-exempt in accordance with the FLSA include positions such as secretaries, teacher assistants, custodians and maintenance workers and managers, cafeteria workers and managers, paraprofessionals, COTA, Interpreter and Nurses.

Holidays, and leave time used are not considered hours worked and will be excluded when determining the number of hours worked in a workweek.

Normal travel from home to work or work to home from work is not working time no matter how long the commute.

XX. QUESTIONS

Please communicate any questions you may have to your Department Supervisor prior to contacting Supervisor of Business Services.

Revised: September 4, 2014



Non-Exempt Employee Time Records Guidelines Receipt

Name of Employee: _____

School/Department: _____

Phone Extension (if available): _____

I hereby acknowledge that I received a copy of the *Time Record Guidelines for Non-Exempt Employees* (herein referred to as the Time Record Guidelines). I have read the Time Record Guidelines and agree to abide by the standards, policies, and guidelines defined or referenced within the document.

The information in the Time Record Guidelines is subject to change. I understand that changes in the District policies may supersede, modify, or eliminate the information summarized in this Time Record Guidelines. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform my supervisor or department head of any time disputes and/or edits to my electronic time record.

I accept responsibility for contacting my Department Supervisor or the ORS Business Office if I have any questions, concerns, or need further information.

Signature of Employee

Date