



## **Time Record Guidelines for Non-Exempt Employees**

### **INTRODUCTION**

ORS uses an electronic time keeping system called True Time. This system enables employees to more accurately keep track of time worked and allows for more efficiently processing of payroll. All non-exempt employees are required to use True Time and adhere to 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 all non-exempt employees of ORS. The data recorded in 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.

#### **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.

True Time reports must reflect all regular and extra duty hours worked for the period (including all paid leave, compensatory time, paid 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 LOG IN/LOG OUT REQUIREMENTS**

All non-exempt employees are required to accurately record their time worked in the True Time system and must include the following daily Log-in/Log-out times:

- Log-in – Upon Arrival
- Log-in/Log-out – Lunch (if applicable)

- Log-out – Upon Completion of the Workday

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

Due to the severity of timekeeping infractions, violators will be subject to disciplinary action, up to and including termination. These infractions include, but are not limited to:

- Any attempt to tamper with timekeeping hardware or software
- Unauthorized entries in the True Time system time for another employee
- Interference with another employees' use of the True Time system.
- Unauthorized viewing of another employee's time in the True Time system.

The Department Supervisor and the Executive Director of Human Resources will be responsible for all investigations into timekeeping infractions as well as determining any and all appropriate disciplinary action.

#### V. TIME RECORD CORRECTIONS

If an employee is unable to log-in or log-out of True Time due to computer malfunction or accidental oversight, it is the responsibility of the employee to correct their record immediately. All time record corrections/adjustments should include a notation of explanation for both supervisory review and audit purposes.

#### VI. SCHEDULES

It is expected that employees work scheduled hours. Employees should either be at work, observing a holiday, or taking approved leave.

#### VII. MEAL BREAKS

In accordance with Tennessee State Law, all non-exempt employees scheduled to work six (6) or more consecutive hours must receive/take a thirty-minute meal break. During this time, employees are required to log-out for the full thirty-minute duration.

Demands and responsibilities of certain job assignments (i.e. Teacher Assistants, nurses, etc.) often prevent duty-free meal breaks; therefore, non-exempt employees in specific assignment groups are compensated for a thirty-minute meal break and not required to log-out during this time.

There are no other break requirements in the Tennessee statute; however, ORS typically allows time for short breaks as needed throughout the workday. These are paid breaks that do not require employees to log-out.

## VIII. REPORTING HOURS

The FLSA requires an honest, true, and accurate reporting of time. Employees should log-in to True Time before performing work and log-out of True Time at the end of the scheduled workday. Employees are not permitted to work more than their scheduled hours unless prior approval has been granted in writing by their Department Supervisor.

Employees must report all time worked, including any hours worked before logging into and after logging out of True Time.

The practice of working uncompensated time (working hours while not logged into the True Time system without the intent of reporting said time worked) is strictly prohibited. Such actions are subject to disciplinary action.

Department Supervisors must accurately report all regular hours and overtime hours worked for each employee and may neither permit nor require a non-exempt employee to work uncompensated time.

## IX. COMPENSATORY TIME

Due to the needs of the school district, Oak Ridge Schools can require non-exempt employees to work additional hours. In accordance with the Fair Labor Standards Act (FLSA), employees do not have the right to refuse overtime hours. The FLSA was amended in 1985 to allow compensatory time to be awarded in lieu of cash overtime pay by employers in the public sector, which includes school districts. Compensatory time is defined as time off with pay in lieu of overtime pay for hours worked in excess of the 40 contract hours for the week. 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.

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 workweek to preclude the requirement for either compensatory time or overtime pay.

Every effort will be made to allow employees to use 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 paid leave time (sick, vacation, emergency, personal).

Payment or use of 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 compensatory time at their base rate of pay in effect at the time of change.

An employee terminating from Oak Ridge Schools will be paid for all compensatory time at their base rate of pay in effect at the time of termination.

## 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. In accordance with FLSA, employees do not have the right to refuse overtime. Overtime hours begin to accrue once a non-exempt employee has exceeded forty (40) hours of time worked in a one-week period.

- Paid holiday hours and paid leave hours do not count toward overtime
- Hours spent serving jury duty are included in an employee's total hours worked in a week and will count toward overtime

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 True Time 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 forty (40) hours are paid at the rate of one and one-half times an employee's base rate of pay.

## XI. P R O C E S S I N G O F E L E C T R O N I C T I M E

The district's standard work week for pay computation is 12:01 a.m. Sunday, through 12:00 midnight Saturday. It is imperative that both employees and Department Supervisors resolve all missed time and incomplete time records within three (3) days of the prior week's end. Prior to submission and approval, all time records in True Time should be reviewed/audited for accuracy and completion, including (but not limited to) the following:

- Accuracy of time entered (log in/out times, leave entries, etc.)
- Daily meal break entries (if applicable)
- Entry of compensatory time, accrued leave, or unpaid leave when the total hours worked do not meet the scheduled contract hours
- Total hours worked do not exceed the scheduled contract hours (unless the

appropriate approvals have been obtained and paperwork has been submitted for either compensatory time or overtime)

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

When an employee's total weekly hours exceed their weekly contract hours, the employee must print out the time record documenting either the compensatory or overtime hours. The extra hours worked must be verified and approved by Department Supervisors via signature. Once supervisory approval is documented, both the approved time record and record of prior approval are to be submitted to Payroll for processing.

## XII. DOCKED PAY

If a non-exempt employee is absent and has exhausted all available paid time off (i.e. vacation, emergency, compensatory time, etc.), the employee must enter leave without pay for all time missed.

## XIII. SUPERVISORS OF TIME RECORDS

True Time Supervisors (principals, directors, supervisors, and/or designee) are to review/audit all time entries/records for each employee and then approve in the True Time system.

## XIV. TRAINING/TRUE TIME ASSISTANCE

Department Supervisors or designee are responsible for training new employees in True Time. Request for additional training may be directed to the Human Resources Benefits Coordinator.

## XV. TIME REPORTS

The Human Resources Department 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. DEFINITIONS

In accordance with FLSA, employee positions classified as non-exempt include, but are not limited to, administrative assistants, teacher assistants, maintenance and custodial staff, COTA, and nurses.

Paid holidays and paid leave time (i.e. sick, vacation, personal, emergency) are not considered hours worked and will be excluded when determining the total number of hours worked in a workweek.

Normal travel to and from home is not considered time worked, regardless of the length of the commute.

## XVIII. QUESTIONS

Please communicate any questions you may have to your Department Supervisor prior to contacting the Human Resources Benefits Coordinator.



## 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 Human Resources Department if I have any questions, concerns, or need further information.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date