

## **P3505 PAYROLL ACCOUNTING**

### **BOARD POLICY:**

**The District has an automated Timekeeping system for classified, non-exempt employees. The District uses a substitute placement and absence management program to collect absence information for all certified employees. Exempt classified employees and administrators report absences either via paper roster or on-line. Both employees and the appropriate supervisor(s) have responsibilities related to accurate and complete reporting of Time and Attendance. Ultimately, the appropriate supervisor(s) or building principal is responsible for the accurate, punctual submittal of employee time and attendance information to the Payroll Office in the Financial Services Division.**

Administrative Implemental Procedures:

1. Employee Time and Attendance Responsibilities:
  - a. All classified, non-exempt (overtime eligible) employees are required to use the authorized time keeping devices to clock in and out of work.
  - b. Employees must clock out anytime they leave the premises for non-District related reasons.
  - c. Employees will clock out and in for all meal breaks. A lunch break will be for a minimum of 30 minutes per work day. On the rare occasion when a 30 minute lunch break is not possible, an employee will be compensated for the entire time worked.
  - d. Employees are responsible for reviewing their time each pay period and submitting a Time Keeping Errors and Exception Report for any errors in their time. The exceptions to their time would be vacation and/or temporary leave requests and hours worked by paras supervising classrooms. Time Keeping Errors and Exception Reports not received by deadlines established at each site will result in adjustments being made to the following pay period. Time keeping violations, including repeated missed punches, will result in progressive disciplinary action as outlined in AIP 3.
  - e. Employees should clock as close to the start of their scheduled work day as possible, generally no earlier than five (5) minutes prior to the start of their scheduled work day. While employees are currently given minutes prior to punch in and minutes after the scheduled end time to punch out, as allowed under the Fair Labor Standards Act (FLSA), work should begin and end per the schedule unless previously approved by administrator. Employees clocking any time after the scheduled start time will be considered tardy. Deliberate, repeated manipulation of time clock rounding will lead to progressive discipline as outlined in AIP 3. The District reserves the right to change rounding rules at any time, but will provide adequate notice to employees of any change, and will provide training prior to implementing any change.
  - f. Employees must have overtime hours approved by their supervisor or administrator prior to being worked.
  - g. Employees with more than one job with the District must use the clock to change jobs, so that each job reflects the true and accurate hours worked in that job.
  - h. All certified employees will use the substitute placement and absence management program to create a record of absence; building principals and supervisors may request direct reporting as well.

- i. All classified exempt employees, including administrators, are responsible for the complete and timely submission of absence information to site payroll timekeeper or via an on-line method, as developed.
2. Supervisor, Manager, Director or Building Principal Responsibilities:
  - a. Each supervisor or principal is responsible for reviewing and monitoring the Time and Attendance of assigned staff.
  - b. Supervisors or principals are responsible for final review and approval of time for classified non-exempt staff following the end of a pay period.
  - c. All additions, changes and deletions of any timekeeping record must be fully documented and approved by use of the Time Keeping Errors and Exception Report for classified, non-exempt staff. Reports must be signed by both the employee and administrator.
  - d. Supervisors or principals will be responsible for reviewing and verifying the completeness and accuracy of the monthly Certified Absence Report emailed to them from the Payroll Department.
  - e. Supervisors or principals will be responsible for reviewing and approving absence information for classified exempt employees, including administrators, either via paper roster or on-line as developed.
3. Progressive Discipline Action by Step
  - a. Verbal Warning – for first occurrence or a minor violation to encourage corrective action and avoid repetition of the violation. Any reasonable explanation for missed punches should be investigated and resolved. Additional training is also encouraged at this step. A copy of the policy will be given, and a written receipt of such policy will be obtained.
  - b. Written Warning – for significant violations, or for repeated minor violations. The warning will be placed in the employee’s personnel file.
  - c. Final Written Warning or Disciplinary Suspension – either action could be taken as a final step in the progressive disciplinary action prior to termination.
  - d. Termination of Employment – employee has failed to make improvement and continues to violate this policy. HR must be consulted and circumstances and documentation will be thoroughly reviewed before termination decision is made.

Administrative Responsibility: Financial Services

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