

It is the policy of the Minidoka County Joint School District No. 331 that classified employees shall be treated substantially similar with reference to hours of employment. Classified personnel shall not work hours beyond their regular work schedule unless **pre-authorized** by a district level supervisor, administrator, or building level administrator.

Work agreements will be issued to classified staff who regularly work twenty (20) or more hours per week. Classified employees who begin work after January 15th will not be issued a work agreement, with the exception of twelve (12) month employees. Classified staff who begin work after January 15th will not qualify for an experience step the following year.

### **Automated Timesheets**

1. Classified personnel who do not require a paper timesheet are required to clock in using the digital time clock at each site. Any hours worked in excess of the work schedule must be **pre-authorized** by the employee's immediate supervisor.
2. All employee time calculations will comply with Idaho Code 67-5328 and the Fair Labor Standards Act (FLSA). Per Idaho Code and the FLSA, if the employee works 1-7 minutes their time rounds down to the nearest quarter hour, if the employee works 8-14 minutes the time rounds up to the nearest quarter. For example, if the employee clocks in at 8:07 their time will be recorded as starting at 8:00, whereas if they clock in at 8:08 their time will be recorded as starting at 8:15.
3. At the end of each pay period, each classified employee's time will be submitted to their Supervisor or designee for review and verification by no later than the **first day** of each month.
4. Overtime or compensatory time must be authorized, accrued, and used according to Policy #596.00 Overtime Classified Personnel.
5. Any time changes must be submitted through a change request in the District's automated timekeeping system.
6. All substitute time will be tracked in the District's automated timekeeping system.

### **Paper Timesheets**

1. Classified personnel who require a paper timesheet must record their actual hours on his/her time sheet on a daily basis. All hours worked in excess of the work schedule must be pre-authorized by the employee's immediate supervisor.
2. At the end of each pay period, the classified employee will sign the timesheet certifying that the time worked is correct and authorized. The time sheet will be submitted to the Supervisor or designee for review and verification.
3. Paper time sheets will be submitted to the supervisor by the 1st of each month.
4. Overtime or compensatory time must be authorized, accrued, and used according to Policy #596.00 Overtime Classified Personnel.

5. Claiming hours on the timesheet which have not been authorized and worked is sufficient grounds for termination.
6. All time sheets are to be turned into payroll by the 5th of each month with the same approval process as stated in #2 above.
7. All substitute time is tracked in the District’s automated timekeeping system.

Failure to follow this policy may result in disciplinary action up to and/or including termination.



**LEGAL REFERENCE:**

**ADOPTED: March 17, 1998**

**AMENDED/REVISED: January 20, 2014; May 20, 2019; January 27, 2023**