

# Regional School District 13



## Timekeeping Procedure Guidelines

*The procedures listed below are provided as guidance for non-union employees. Any employee covered under a collective bargaining unit contract will follow that contract language.*

Please adhere to the following guidelines under the following conditions:

### Weather Days

- **Schools are closed and the district is open:** Please report to work at your regular time *unless instructed otherwise by the superintendent*. If you choose not to come to work, the use of a personal or vacation day is required. The use of a sick day is not allowed unless the day is part of an extended absence. Please enter your absence in AESOP. If you choose to come in late because of weather conditions in your area, document your actual arrival time on your time card, if applicable.
- **District is closed:** If the superintendent closes the entire district you do not need to report to work. You will be paid for your regular hours for the day. If it is necessary for your position to work from home, no additional compensation is paid.
- **Delayed opening:** Please report to work at your regular time *unless instructed otherwise by the superintendent*. If you arrive late due to weather conditions, please note actual time of arrival on your timecard, if applicable.

### Working Hours

**Employees** are expected to work their regular working hours each day. Working through lunch does not qualify an employee to leave ½ hour early nor can it be used to make up time.

- **Lunch:** All employees must be taking a half hour unpaid lunch on a daily basis. If you must work through lunch you must have administrative approval and you will be compensated for it.
- **Working from home:** Emergency situations only and must have prior approval of an administrator.
- **Overtime:** If you work overtime it must have administrative approval. You must write the reason on the day on your timecard, if applicable, and your administrator must sign off on that line of the timecard.
- **Making up missed hours:** If you need to leave early and want to make up your hours, every effort should be made to make up the time in the same work week. If not possible, the time must be made up in the same time card cycle. Time should not be made up by working through your lunch. It must be made up either before or after your regular work day.