

# Lake County School District 7

Code: **GDJ**  
Adopted: 8/12/02  
Readopted: 3/28/11  
Orig. Code(s): GDJ

## Time Clocks

It is the policy of the Board to provide time clocks at designated areas for hourly employees to record time worked. All classified employees paid an hourly rate shall use a time clock except as directed by the superintendent. All time cards shall be signed by the employee, verified by the supervisor and submitted to the business office on or before the twentieth day of each month.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)