

Employee Payroll Requirements

All REOP, classified, substitute and student employees shall keep an accurate record of hours worked and record same on district time cards and/or monthly time sheets.

1. Time shall be recorded on the card and/or sheet exactly as per hours and days worked.
2. No employee shall work overtime hours beyond eight hours per day or beyond 40 hours per week unless otherwise directed or approved by the administrator in charge.
3. Completed time cards shall be submitted by the employee to the principal or supervisor by 3:00 p.m. each Friday of each week of the month. Completed time sheets shall be submitted by the employee on the last working day of each month.

Notification will be dispatched from the district office for any approved deviation.

4. Accuracy is required in completion of the time card and/or time sheet in regard to designation of sick days, vacation days and other absences.
5. Bus drivers/supervisors shall accurately record driving time for regular routes. Extra trip time recording shall also be accurate as to driving time and layover time, and shall be recorded on the trip ticket. Gross differences in driving time to specific destinations should not exist, (except in emergency) since all drivers are required to drive within safety and legal requirements.

Consistent grossly excessive or minimal trip driving time recordings shall be cause for investigation and possible driver loss of future extra trip assignments.

In no way is this statement meant to encourage or permit unlawful or unsafe driving practices.

6. Work assignments for personnel in excess of scheduled school days and in excess of the normal assignment, shall be made as nearly as possible, uniform throughout the district. In making any such assignments, principals and supervisors shall coordinate them through the superintendent's office.
7. Separate time cards shall be filled out for each classification of work performed by the employee.
8. If a regular employee "steps up" to substitute for another employee in a higher pay bracket that person shall record on a time card the day(s) and for whom they substituted.
9. Other substitutes must specify clearly on their time cards the dates and for whom they are substituting for in order that the district office does not have to guess what happened for pay purposes.

10. All time cards and time sheets must be submitted to the principal or supervisor for examination and signed approval and then be submitted to the district office by the principal or supervisor in charge before the established monthly reporting deadline to qualify for payment.

Individual exemptions cannot be allowed and still provide for the scheduled payment of all personnel. Past deadline receipt of time cards by the district office will cause a delay of one payment in payment.