

## STAFF TIME SCHEDULES AND TIMEKEEPING

1. Workweek and Work Hours: The District workweek is defined as a seven-day period that begins on 12:01 a.m. Saturday and ends at 12 midnight on Friday. A normal workweek for full-time employees is 40 hours. A normal workweek for part-time employees is 29 hours. District offices shall be staffed and fully operational between 7:30 a.m. and 4:30 p.m. Monday-Thursday on School Days and between 7:30 a.m. and 11:30 a.m. on Professional Development Fridays.
2. Scheduling: Schedules for classified staff are set by the staff member's supervisor or department head, with input from the staff member. To meet a variety of District objectives, including a 4-day school week, alternative schedules may be offered for certain positions. For example, a full-time employee may be offered the choice of working a schedule consisting of five 8-hour days, four 9-hour days and one 4-hour day, or four 10-hour days in a workweek. A list of scheduling options will be provided prior to the start of each school year. While employees may request a preferred schedule, approval of the request will be granted at District discretion. Each department head is responsible for ensuring adequate coverage for all positions within their department.

Certified staff are required to be present during designated contract times.

Nothing in this policy shall prevent the District from requiring attendance at meetings or making duty assignments at specified times before or after school.

3. Flextime Scheduling. Flextime refers to a range of flexible formats that permit employees to choose the times they will start and end work. Approval of flextime requests will be granted only if the schedule can be managed successfully to ensure the needs of the District are met. Utilization of flextime should not decrease a department's productivity, nor adversely affect the operations of other departments, or the services provided to the students, parents or the community. Flextime shall not be used to increase staffing costs, including overtime compensation.

Flextime is not necessary for the occasional adjustment of the work week schedule to manage the 40-hour work week and minimize overtime for nonexempt staff. Shift coverage may be implemented as required by the needs of the District and is not limited by this policy.

Flextime requests shall be provided to the employee's scheduling supervisor to be submitted to the Superintendent or the Director of Human Resources. The Superintendent or the Director of Human Resources will approve or deny requests in his or her sole discretion and may rescind prior approvals at any time and reassign an employee a normal workweek schedule. The supervisor of the flextime employee is responsible for ensuring District needs are met, including proper scheduling and for ensuring that adequate supervision is provided for all employees during their work hours.

4. Timekeeping: Time sheets or time clock entries are required from all employees who are on an hourly basis. Following the end of each work week and/or the last day of the month, all time clock approvals by employees must be completed by 4:00 p.m. the next business day and supervisors must have approvals completed by 4:00 p.m. the second business day. Time sheets must be signed by the employee and employee's supervisor and received by the accounting office no later than the first business day of the following month. Only an approved supervisor can make corrections to an employee's time entry. All staff are accountable for their time and are required to adhere to their scheduled hours.
5. Deductions: Pay deductions for absences not covered by approved leave will be made at the daily rate plus benefits (for salaried employees) or hourly rate of pay (for hourly employees).

Issued and approved by the Board 2/14/77

Revised: 07/18/84; 3/8/00; 1/12/15;

07/21/21; 12/13/2021

Cross-referenced: Policy DLB – Payroll Procedures

School District #1, Sweetwater County, Wyoming