

**TIMEKEEPING POLICY FOR NONEXEMPT EMPLOYEES**

- I. Beginning with the 2006-2007 school year, all nonexempt employees will be required to have work time kept and recorded as follows:
- A. Employees at school such as secretaries, clerical employees, paraprofessionals, custodians shall use a time clock in the main office.
  - B. Cafeteria workers shall use a time clock in the cafeteria or a like timekeeping system. In the event a cafeteria worker works after normal school hours for extra events and a time clock or like timekeeping system cannot be utilized, the worker shall use a sign-in sheet to indicate the time the worker began work and ended work and it shall be signed by the employee.
  - C. Central office employees, resource center employees, bus drivers and bus aides and employees at other sites operated by the Morehouse Parish School Board shall utilize a time clock except bus aides and bus drivers whose bus is not parked at the bus barn.
  - D. All bus drivers and bus aides (**whether their bus is parked at the bus barn or not**) shall be required to log on a time sheet each morning and each afternoon the beginning and ending time of their routes. Time spent in pre-trip inspections, post-trip inspections, cleaning up the bus, picking up students for other drivers who may have delays, delays experienced for mechanical problems or accidents and filling out paperwork associated with the route shall be considered hours of work for the purpose of reporting their time.
  - E. No employee may work overtime or compensatory time hours without prior written approval by his or her direct supervisor, on the form attached to this policy.
  - F. All nonexempt employees are given a scheduled lunch break day of at least thirty (30) minutes. Each nonexempt employee must clock out at the beginning of the lunch break and must clock in at the end of the lunch break, ~~no matter at which site an employee may be working.~~
  - G. Bus drivers and bus aides covering an additional route in the morning or an additional route in the afternoon due to the lack of a substitute driver will be paid one hour for covering a morning route and one hour for covering an afternoon route. This time will be documented on time sheets for employees doing extra work.**
- II. Accruing of overtime - comp time
- A. Nonexempt employees who work at the schools, other than cafeteria workers, shall be given a choice of either overtime pay or compensatory time.
  - B. Nonexempt central office, resource center, other school site employees and other nonexempt employees not enumerated below (except maintenance employees and school bus operators) shall be given a choice of overtime or comp time.
  - C. Cafeteria workers shall be paid overtime wages.
  - D. Maintenance employees shall be paid overtime wages.