

Series 4000: District Employment

4300 Non-Exempt Staff

4304-AG *Timekeeping and Payroll Information*

A. Hours Worked

1. Generally, an employee must be compensated for hours worked, which includes:
 - a. Time during which the employee is required to be on duty or to be on premises; and
 - b. Time during which the employee is suffered or permitted to work, regardless whether the employee is required to work at that time.
2. Examples of hours worked include:
 - a. Required preliminary and concluding activities, such as a bus driver completing an incident report or cleaning the bus.
 - b. Waiting time or on-call time during which the employee is unable to use the time effectively for the employee's own purposes.
 - c. Time spent at Board meetings or other school functions, if the employee's attendance is required as part of the employee's position.
 - d. Short rest periods or breaks (5-20 minutes) where an employee is required to remain on-site.
 - e. Time spent traveling between job sites during the work day.
 - f. A reasonable amount of time to express breast milk if pay is provided for other short breaks.
3. Employees must be paid at least an hourly rate not less than the hourly minimum wage required by federal or Michigan law, whichever is greater. "Stipends" or other specific pay rates for extra-duty positions or activities must satisfy a minimum wage taking into account all of the hours worked by the employee. All hours worked must be reported.
4. Employees who work more than 40 hours in a work week (i.e., 7-day period) must receive compensation at a rate of at least 1.5 times his/her regular hourly rate for each hour in excess of 40 hours worked, unless otherwise provided by the collective bargaining agreement or individual employment contract. Overtime must be calculated and paid consistent with Policy 4302. Paid time (e.g., holidays, personal leave days, sick time, etc.) that is not actually worked by the employee does not count for time worked, unless otherwise provided by the collective bargaining agreement or individual employment contract.

B. Reporting Hours Worked

1. Ensure that procedures are in place for employees to record all hours worked, including overtime, and that employees are not discouraged or prevented from reporting all hours worked consistent with state and federal law.
2. Employees will record hours worked, including overtime hours, in the manner prescribed by the District.
3. Actual hours worked are to be accurately recorded by the employee. Any overtime must be approved in advance by the supervisor, except in cases of emergency.
4. Falsification of time records is serious misconduct and may subject the employee to discipline, up to and including discharge.

Adoption date: September 13, 2021

Revised date: