



# Frequently Asked Questions (FAQs) TIMESHEETS for Non-Exempt Employees

- ***Who is considered exempt versus non-exempt under the Fair Labor Standards Act (FLSA)?***

According to FLSA, certified staff (teachers and administrators) are exempt employees and do not have to complete timesheets. The following non-certified positions at OTHS are also exempt at this time as they meet both the salary requirement and duty requirements to be classified as exempt:

- Administrative Assistant to the Superintendent
- Payroll
- Technology Director
- AV Director
- Facilities Director
- Computer Administrator
- Network Administrator

All other employees are NON-EXEMPT from FLSA and must complete a record of time worked (must complete timesheets each week).

- ***Where can I get the timesheet form?***

Electronic copies of the timesheets were emailed to you, so you can save the document on your computer for future use if you wish. Otherwise, you can access the form at \_\_\_\_\_

- ***Why does the work week begin on Saturday?***

Current law requires that employers must identify the start and end of the work week. Board Policy 5:35 identifies the work week for OTHS as 12:00 a.m. Saturday until 11:59 p.m. on Friday.

- ***When can I initial the box labeled D and skip completing a daily record of time in Section E?***

Initial the box labeled D when you work your assigned work schedule with no variances. This means that you worked each day as assigned without flexing time, using leave, taking time off, working beyond your assigned schedule, or working extra duty. If you initial the box, you are indicating that you started work at your assigned time, took your lunch, and stopped working at your assigned time. You are further indicating that your assigned work week accounts for all time issues for that week. You will be paid regular time accordingly for a full week of work.

If you have any variance in your assigned work week, you must complete Section E for the entire week. Even if a variance involved only one day of the week, you must complete Section E for the entire week. When using Section E, all time for the week must be accounted for accurately under the appropriate category.

- ***How do I account for a holiday? Is it a variance that requires me to complete Section E, or can I still initial in the box (Section D)?***

You may still initial in the box (Section D) for a week containing a holiday, as the holiday is part of your regular schedule, and if there are no other variance in your work week. If you have other variances in your work week besides the holiday, the holiday time should be accounted for when you complete Section E under the “other time off” category.

- ***When do I receive overtime (OT) pay (time and ½ of my typical pay rate)?***

Overtime pay is for “worked” hours in excess of 40 hours per week. If you work over your regular daily work schedule, but work under 40 hours for the week, the time will still be paid at the regular rate. Only time physically worked in excess of 40 hours for the week will be paid at the time and ½ rate. Leave time and holiday time is not considered time “worked” and will not count toward the 40 hour benchmark. Lunch is considered time physically worked.

- ***When are time sheets due? Where do I turn in my timesheet?***

Timesheets are due on the Monday following the end of the work week. Timesheets should be given to your direct supervisor. Supervisors should review all timesheets and turn them into the Business Office Mailbox by 3:00 p.m. on Thursday (Milburn Campus send to Business Office through inter-campus mail on Thursday).

- ***What is the rate of pay for non-exempt employees for extra duty work such as ticket taking, Saturday hours, chaperoning events, etc.?***

Hours for extra duty positions will be added to your hours worked for the week. You will be paid for extra duty hours at your regular rate of pay until you exceed total hours worked of 40 hours. Once you exceed 40 hours worked during the week, extra duty work will be paid at your OT rate of time and ½.

- ***Do we still have comp time? Flex time?***

No. There is no longer comp time for non-exempt employees. With the advanced written approval of your supervisor, you may “flex” your time within the week, but there will be no comp time carried over from one week to another. For example, if you work 2 extra hours on Monday with the advanced written approval of your supervisor, you may reduce your workday on Friday by the 2 hours. Remember, this would be a variance in your typical assigned work schedule, thus requiring all time to be recorded in Section E of the timesheet for that week. Please retain all advanced written approvals from your supervisor in the event flex time needs to be confirmed.

- ***I need to work OT to get my job done. What do I do?***

ALL overtime must be approved in writing and in advance by your supervisor. If your supervisor is not available to approve the overtime, you may contact the Principal or Superintendent in writing and in advance of the time worked to determine whether the time will be approved. If you do not have written advanced approval to work overtime, do not work overtime. Please retain all advanced written approvals from your supervisor in the event overtime approval must be confirmed.

- ***Can I take work home?***

No, work is not to be taken out of the office.

- ***How do I account for my lunch time?***

Non-exempt employees receive a paid 30 minutes lunch. If completing Section E on the timesheet, your 30 minutes of lunch should be included in the “regular hours worked” category. Your 30 minute lunch counts toward the 40 hours worked benchmark that will be used to determine when your OT rate of pay applies.

- ***If I work less than 12-months, will I still be paid over 12-months?***

Paraprofessionals will be paid over 12-months pursuant to the terms of the Collective Bargaining Agreement. Other non-exempt employees working less than 12-months will be paid over their contract length. For example, if you are a 10-month employee, your pay will be paid over the 20 pay periods of your 10-month contract. Please see the Business Manager if you have questions/concerns regarding how to budget for the months when

pay will not be received, or how to pay for insurance during the months when your premium cannot be deducted from a check.

- ***How do I account for snow days (emergency days)?***

If your work week has no variances other than the snow/emergency day, initial the box in Section D. If you are less than 12-months, your scheduled contract year will be adjusted, as the snow/emergency day will be exchanged for an identified emergency day pursuant to the school calendar. You will still work the total number of days per your contract.

If your work week has other variances to your schedule besides the snow day, you must complete Section E of the worksheet. The time associated with the snow/emergency day should be recorded in the “other time off” category with the description “snow” under Section F.

- ***Am I required to complete a separate timesheet for my extracurricular assignment?***

No. You are to complete only ONE timesheet per week. If you have pay associated with your extracurricular assignment, you will complete Section E and will list your curricular hours under the “additional hours worked” category. You will identify your assignment in Section F and may use abbreviations to do so (e.g. Ftbll, Yearbk, FOR Club, GBktBl etc.)