

**FOSTER-GLOCESTER SCHOOL DISTRICT
Glocester, RI**

SUPPORT STAFF TIME SCHEDULE REGULATIONS

The E-Time system records the hours worked for each hourly employee. In order to use this system to its fullest potential, the following rules must be followed by each employee:

Arrival at Work –

Swipe in no more than 7 minutes before your scheduled start time. Employee pay will begin at their scheduled start time. If an employee is late, they will lose pay for any minutes five minutes after their scheduled start time.

Useful tips:

Synchronize your watch to the E-Time swipe, not to the school clocks.

Be sure the lock beeps and a green light blinks and your name appears when you swipe your card so that you will know the card has registered.

If there is an emergency delay or early closing, you will be paid your scheduled hours as per contract, regardless of your swiped time. This does not apply to custodians.

Departure from Work –

Employees may not swipe out before their scheduled quitting time. Employees have seven minutes grace time to swipe out after their scheduled quitting time. Employees will be paid only up to their scheduled quitting time. If you swipe out more than the grace period of 7 minutes past your scheduled quitting time, you may be paid through the quarter hour. (Read below about permission to work beyond your scheduled time.) If an employee fails to adhere to their work schedule, disciplinary action may be taken.

Working beyond your scheduled time –

You **MUST** have permission from your supervisor to swipe out more than 7 minutes after your quitting time. The permission is to be granted ahead of time, but may, in an emergency, be granted the next day. Failure to adhere to the work schedule without permission may result in appropriate disciplinary action. Employees who swipe out several minutes after their quitting time each day are not permitted to accumulate the time for payment.

Useful tips:

If your work requires more time than you are allowed by contract and your supervisor denies you permission to stay, you should document this dilemma in a memo to the supervisor with a courtesy copy to the Superintendent and to your union rep. IN all situations, you must follow the directions of your supervisor unless such action is illegal, immoral or injurious to your health.

Don't lose your card. You will be allowed the replacement of one card per year. Thereafter, you will be charged \$5.00 for a replacement card.

Compensatory Time –

If an employee works more than 40 hours, he/she may be offered compensatory time in lieu of wages. This comp time must equal time and one-half, just as overtime does and must be approved. The record of this transaction must be kept by both the supervisor and the financial secretary in the business office who is responsible for payroll.

Compensatory time may not be offered for work done before the 40 hour limit per week.

Re-entry –

If you have swiped out at the end of your scheduled hours, but cannot leave because some work related emergency occurs, you can swipe in again and then swipe out when you have finished and your pay will be adjusted according to entry data.