

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

SUPPORT STAFF TIME SCHEDULES

It is the policy of the Foster-Glocester Regional School District to use an electronic time recording system to record the signing in and out of the job for hourly employees on the support staff. The recording system, known as E-Time, will be the basis for computing the salary for individual employees.

It is the responsibility of each employee to use the “swipe card” furnished for each employee to enter into the system when they start their assigned workday and when they end their work day. Any person who enters times for a fellow employee may be subject to disciplinary action.

1st Reading: January 6, 2004
2nd Reading: February 3, 2004
Adopted: February 3, 2004