

POLICY TITLE:	Classified Staff Payroll Minidoka County Joint School District # 331	POLICY NO: 594.00 PAGE 1 of 2
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It is the policy of the Minidoka County Joint School District No. 331 that classified employees shall be treated substantially similar with reference to hours of employment. **Classified personnel shall not work hours beyond their regular work schedule unless so authorized by a district level supervisor, administrator, or building level administrator. If the employee works over the regular work schedule, comp time will not be given. He/she will be paid regular pay (if not over 40 hours) or overtime pay. If working extra hours is not approved by the supervisor/administrator, it could lead to disciplinary measures.** Exempt: Classified employees who are designated as exempt are ineligible for overtime pay.

Work calendars will be issued to classified staff who regularly work twenty (20) or more hours per week. Classified employees who begin work after January 15th will not be issued a work calendar, with the exception of twelve (12) month employees. Classified staff who begin work after January 15th will not qualify for an experience step the following year.

Timesheets

1. All employee time calculations will comply with Idaho Code 67-5328 and the Fair Labor Standards Act (FLSA). Per Idaho Code and the FLSA, if the employee works 1-7 minutes their time rounds down to the nearest quarter hour, if the employee works 8-14 minutes the time rounds up to the nearest quarter.
2. At the end of each pay period, each classified employee’s time will be submitted to their Supervisor or designee for review and verification by no later than the **first day** of each month.
3. ~~Overtime must~~~~Overtime time must~~ be authorized. If not authorized, this could lead to disciplinary measures.
4. All substitute time is tracked in the District’s automated timekeeping system.

Working from Home

1. [Classified, including exempt employees, may not work from home unless given prior permission from the Superintendent.](#)

Travel Time:

When traveling for the District, including District approved professional development travel requested by the employee, if it is pre-determined that the professional development will benefit the District, the employee shall keep track of their time as outlined below and record the time on a timesheet:

- a. Travel during the employee’s regularly scheduled work hours will be paid at the employee’s regular rate.
- b. If travel is required before or after the employee’s regularly scheduled work hours the District will pay from Rupert to lodging and from lodging to Rupert, including any drive or flight time.

- c. Conference/meeting attendance during the employee’s regularly scheduled work hours will be paid at the employee’s regular rate.
- d. If conference/meeting attendance goes beyond the employee’s regularly scheduled work hours all additional time should be recorded on the timesheet.
- e. If there is a speaker during a meal, that time can also be recorded. Time for “lunch on your own” will not be included.
- f. An itinerary must be submitted with the reimbursement

Failure to follow this policy may result in disciplinary action up to and/or including termination.

LEGAL REFERENCE:

ADOPTED: March 17, 1998

**AMENDED/REVISED: January 20, 2014; May 20, 2019; January 27, 2023;
Sept. 16, 2024**