

Davis School District Policy and Procedures

Subject: 2HR-005 Employee Time and Attendance
Index: Human Resources – *Employment Procedures*
Adopted: October 7, 2025

1. PURPOSE AND PHILOSOPHY

To ensure accurate and consistent tracking of worked hours for payroll and labor compliance in alignment with Davis School District's established framework.

2. SCOPE

This policy applies to all FLSA non-exempt employees as well as all employees working in federal and/or state funded positions that require hours worked tracking by their specific time and attendance regulations.

3. TIME RECORDING

- 3.1. All FLSA non-exempt staff must record hours in Encore's Time and Attendance System, including regular hours, leave, absences, and overtime.
- 3.2. Paper timecards may be used by substitute and/or coach or paraprofessional positions only.
- 3.3. Any errors or missing entries must be resolved by employees before employee payroll processing ends, usually three business days after the 15th of the month. Noted exceptions may occur during short payroll months. These exceptions will be communicated to employees through typical communication channels.

4. SUPERVISOR RESPONSIBILITIES

- 4.1. Supervisors (or their designees) must review and approve timesheet entries before supervisor payroll processing ends, usually four business days after the 15th of the month. Noted exceptions occur during short payroll months throughout the year.
- 4.2. Overtime should be reviewed and approved before the above-mentioned payroll processing date. All overtime should have been approved by supervisors prior to starting the overtime shift. Supervisors are responsible for ensuring employee overtime is accurate and necessary.

5. LEAVE INTEGRATION

- 5.1. Personal, vacation, and sick leave use must follow the terms outlined in the Davis School District Agreements, including allowances for advanced use and carryover policies.
- 5.2. Holiday leave hours are given per district calendar and policy but are excluded from overtime calculations.

6. OVERTIME AND COMPENSATORY TIME

- 6.1. For non-exempt staff, any hours worked beyond 40 per workweek must be pre-approved by their supervisor, except in cases of emergency callouts. Overtime is compensated at a rate of 1.5x pay or through compensatory time-off at the same multiple.

- 6.2. Unused comp time must be paid out upon employee separation or due to a position change outside the employee's current department.

7. REST AND MEAL BREAKS

- 7.1. FLSA Non-exempt staff are entitled to paid rest breaks and an unpaid meal period as outlined in Payroll [Memorandum #43](#).

8. TRAINING AND ACCESS

- 8.1. The District shall provide training and documentation for system use, as available on the Davis School District [Payroll website](#).

9. COMPLIANCE AND DISCIPLINE

- 9.1. Falsification, misreporting, or omission of hours may result in discipline as per District Policy 2HR-004.
- 9.2. Supervisors may review attendance and leave patterns, as well as other behavior to ensure compliance with this policy.
- 9.3. The Payroll department or supervisors may audit an employee's time system use and accuracy in compliance with District policy.

10. ADMINISTRATION AND REVIEW

- 10.1. The Payroll department is responsible for time keeping system administration, audits, and training.

DEFINITIONS

"FLSA Non-exempt staff" means an employee that is eligible for overtime compensation at time and a half (1.5x) after exceeding 40 hours worked in a work week.

"Work week" means Sunday to Saturday

REFERENCES

[29 U.S.C. §§201-219 – Fair Labor Standards Act](#)

RELATED POLICIES AND OTHER DOCUMENTS

[9CA-Classified Agreement](#)

[2HR-004 – Employee Discipline and Dismissal Policy](#)

[Payroll Memorandum #43](#)

[Payroll website](#)

DOCUMENT HISTORY:

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