

Davis School District Policy and Procedures

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

SECTION 1

TIME AND ATTENDANCE

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. FSLA 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.

SECTION 2

TIME AND EFFORT POLICY

1. PURPOSE

Davis School District acknowledges that time and effort reports are required to show that federal and non-federal funds are charged only for actual time spent on allowable costs. Davis School District will allow the use of federal and non-federal grant funds within the district and will follow all necessary regulations. Our time and effort policies and procedures will be created, updated, and approved by the board regularly. It will also be posted to the policy page on the Davis School District webpage in compliance with 2 CFR 200.430 and R277-113-(5)(6).

2. SCOPE

Time and effort reporting will require documenting of all certified and hourly employee time spent working within federal and state awarded grants and other federal, state, or local fund sources. These reports shall be collected and certified monthly by the signature and date of the individual employee and their supervisor in compliance with 2 CFR 200.430.

For employees who work in other areas of the school, in addition to federal and state grants, all worked hours of said employee will be included in these monthly reports by signature and date of the individual employee and their supervisor. This applies to both full-time and part-time employees, salaried or hourly. Effort is to be documented by percentage, not to exceed 100% of an employee's time.

3. METHOD

Specific documentation may change depending upon the extent to which the employee's total compensation comes from federal funds or from non-federal funds. All documentation shall include the employees' effort.

- 3.1. For all part-time employees who are compensated with any federal and/or non-federal funds, the time clock system shall document time records showing the total number of hours worked each day.
- 3.2. The documentation will specify the first and last name of employee, reporting period, cost objective, grant program, fund code, and distribution of time expressed in a percentage for the reporting period. The employee will sign and date within 3 days of pay period close and the supervisor will have signed and dated within 4 days of pay period close to ensure accurate and timely effort reporting.
- 3.3. Davis School District will maintain records of effort by collecting them digitally and storing them on our server. All records will be stored for a minimum of 5 years in compliance with 2 CFR 200.334

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](#)

[CFR 200.430 Code of Federal Regulation – Time and Effort Reporting](#)

[R277-113-5 Administrative Board Rule – Policy and Procedures](#)

[R277-113-6 Administrative Board Rule – Board approved and posted to website](#)

[CFR 200.334 Code of Federal Regulation – Maintenance of Records 5 years](#)

RELATED POLICIES AND OTHER DOCUMENTS

[9CA-Classified Agreement](#)

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

[Payroll Memorandum #43](#)

[Payroll website](#)

DOCUMENT HISTORY:

Adopted: October 7, 2025