

1. All classified personnel are required to record their ~~authorized-actual~~ hours worked and days absent on his/her time sheets on a daily basis ~~as prescribed by the work agreement.~~ All hours worked in excess of the work schedule must be pre-authorized by the employee's immediate supervisor.
2. At the end of each pay period, each classified employee is ~~to record his/her time and~~ sign the time sheet certifying that the time worked is correct and authorized. The time sheet is to be submitted to the Supervisor or designee for review and verification.
3. The time sheet will be submitted to the supervisor ~~in time for the payroll deadline which is the 5th by the 1st~~ of each month.
4. Overtime or compensatory time must be authorized, ~~accrued,~~ and used according to Policy #596.00 Overtime Classified Personnel.
5. Claiming hours on the time sheet which have not been authorized and worked constitutes sufficient grounds for termination.
6. ~~Transportation substitute~~ All time sheets are to be turned into payroll by the ~~10~~5th of each month with the same approval process as stated in #2 above.
- 6.7. ~~All other substitute's~~ time is tracked ~~on-in "Subfinder".~~ The District's online substitute management system.
8. Work agreements 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 agreement, with the exception of twelve (12) month employees.
9. Classified staff who begin work after ~~October 31~~ January 15th will not qualify for an experience step the following year.



LEGAL REFERENCE:

ADOPTED: March 17, 1998

AMENDED/REVISED: January 20, 2014