



THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FL

Timekeeping Procedures

I. WORK SCHEDULE

- a. All employees shall work their scheduled work hours.
- b. Work schedules will include a one (1) hour or half-hour lunch break based on position type.

II. EMPLOYEE PAY

- a. Payment shall be based on the duly adopted salary schedule for each position (SB Rule 7.51(IV)).
- b. Regular pay for any employee will be adjusted for any extra pay, overtime or unpaid leave that is approved by an administrator during a pay period, as applicable.
- c. No employee shall be paid for school-related duties directly by another organization or from school internal funds (SB Rule 7.51(IV)).

III. TIMEKEEPING

- a. Instructional Staff
 - i. Sign-in sheets shall be used to verify attendance and prepare payroll each pay period.
- b. School-level Professional Support Staff, excluding Custodians
 - i. Sign-in sheets shall be used for timekeeping and preparation of payroll each pay period.
- c. Custodial Staff
 - i. Kronos shall become the standard timekeeping system for all non-exempt professional support staff in District departments, excluding Bus Drivers and Bus Attendants.
 - ii. Employees will punch in and punch out for their scheduled workday by swiping their District identification badge at a Kronos timeclock.
 - iii. Kronos time records will be used to complete payroll each pay period.
- d. Department-level Professional Support Staff, excluding Bus Drivers and Bus Attendants
 - i. Kronos shall become the standard timekeeping system for all non-exempt professional support staff in District departments, excluding Bus Drivers and Bus Attendants.
 - ii. Employees will punch in and punch out for their scheduled workday by swiping their District identification badge at a Kronos timeclock.
 - iii. Kronos time records will be used to complete payroll each pay period.
- e. Bus Drivers and Bus Attendants
 - i. Timesheets shall be used for timekeeping and preparation of payroll each pay period.

IV. PAYROLL APPROVAL

- a. Principals and department administrators shall approve employee leave requests in the Employee Portal on or before the “Portal Post” deadline for each pay period.
- b. Principals and department administrators shall electronically approve time and leave reported in TERMS on or before the payroll deadline for each pay period.
- c. Principals and department heads shall be responsible for ensuring the accuracy of the payroll data submitted each pay period (SB Rule 7.51(VI)).
- d. Time exceptions (e.g., employee leave and/or overtime) that are not approved by the payroll deadline will be processed on the next schedule payroll.
- e. Requests for off-cycle checks between scheduled payrolls shall be submitted in writing to the Chief Business and Finance Officer or designee for approval.
- f. All payroll source documentation (i.e., time records, sign-in sheets, leave reports, Kronos reports) will be maintained at the school or department site, in accordance with the District’s records retention requirements, and shall be made available to auditors or District staff upon request.

V. OVERTIME

- a. Non-exempt staff, as defined by the Fair Labor Standards Act (FLSA), will be paid for pre-approved overtime at their regular hourly rate up to 40 hours each week when performing their regular job duties. Hours worked in excess of 40 hours in any work week will be paid at 1.5 times the regular rate of pay (SB Rule 6.91(III)).
- b. No payments shall be made for overtime without prior approval of the Superintendent or designee (SB Rule 7.51(X)).
- c. Any employee working beyond his/her designated total weekly hours without prior permission of the Superintendent through the principal or supervisor may be subject to disciplinary action (SB Rule 6.91(IV)).
- d. Administrators may grant compensatory (comp) time in lieu of overtime. If the comp time cannot be used within a reasonable period, the time must be submitted for payment as overtime.

VI. EMPLOYEE LEAVE

- a. All employees are responsible for entering their leave requests in the Employee Portal at employees.osceola.k12.fl.us.
- b. Exempt employees, as defined by the FLSA, shall submit requests for leave if they will be absent from work for half of their scheduled workday or more. Leave requests will be submitted in half-day increments only.
- c. Non-exempt employees, as defined by the FLSA, shall submit requests for leave if they will be absent from work for any amount of time. Leave requests will be submitted in 15-minute increments.
- d. Sick Leave
 - i. Employees can request sick leave through the Employee Portal or by accessing <https://employees.osceola.k12.fl.us/smartphone.aspx> from a smartphone on the day they will be absent from work for an illness.
 - ii. Instructional staff must also access the Frontline system to request a substitute for their classroom.
 - iii. Sick leave does not require prior approval by an administrator.

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- iv. For payroll purposes, sick leave will be reported during the pay period for which it was approved.
- e. Personal Leave
 - i. Employees may be allowed six (6) days of paid leave for personal reasons each year to be charged against accrued sick leave. Such leave shall be non-cumulative and any request for such leave shall be approved by an administrator in advance (SB Rule 6.546(I)).
 - ii. Personal leave in excess of six (6) working days must be approved by the School Board (SB Rule 6.502(II)).
 - iii. For payroll purposes, personal leave will be reported during the pay period for which it was approved.
- f. Vacation Leave
 - i. Vacation leave for 12-month staff shall be approved by an administrator in advance (SB Rule 6.541(III)(D)).
 - ii. For payroll purposes, vacation leave will be reported during the pay period for which it was approved.
- g. Jury Duty Leave
 - i. An employee of the Board who is summoned as a member of a jury panel may be granted temporary duty leave. If the employee is released from jury duty at a point in time that is more than half of the employee's regular workday, the employee may request, and the Superintendent or designee may grant temporary duty leave for the full day. Otherwise, the employee shall return to work upon release (SB Rule 6.544(I)).
- h. Witness Leave
 - i. When an employee is subpoenaed in line of duty to represent the Board as a witness or defendant, he/she may be granted temporary duty leave, since his/her appearance in such cases shall be considered a part of his/her job assignment (SB Rule 6.544(II)(A)).
 - ii. In no case shall temporary duty leave be granted for court attendance when an employee is engaged in personal litigation. In such cases, an employee may request personal leave (SB Rule 6.544(II)(B)).
- i. Military Leave
 - i. Military leave shall be granted to an employee who is required to serve in the armed forces of the United States or of the state of Florida in fulfillment of obligations incurred under the Selective Service Laws or because of membership in the reserves of the armed forces or the National Guard (SB Rule 6.545(I)).
 - ii. District employees who are reserve members of the armed forces or National Guard and are called to active duty shall be paid as follows (SB Rule 6.545(IV)):
 - 1. For the first thirty (30) days of active duty, the employee shall receive all District salary and benefits regardless of compensation received from the active duty service.
 - 2. For any period exceeding an initial thirty (30) days of active duty for up to eighteen (18) months, the employee shall be entitled to receive from the District salary or wages equal to the difference between the employee's military pay and the employee's District salary, provided the employee's military pay does not exceed his/her District salary or wages.

1. Employees who do not request District pay or who fail to provide the documentation required in School Board policy shall not be entitled to receive any District salary or wages.
- j. Board Leave
 - i. Principals and department heads may grant board leave to release employees for less than one-half (1/2) day for temporary absence without Superintendent or Board approval (SB Rule 6.502(III)(A)).
 - ii. Board leave cannot be used in conjunction with other leave.
 - iii. For payroll purposes, board leave will be reported during the pay period for which it was approved.
 - k. Volunteer Leave
 - i. Principals and department heads may grant up to two (2) hours per month of volunteer leave for volunteering, mentoring or assisting other schools and departments (SB Rule 6.554).
 - ii. For payroll purposes, volunteer leave will be reported during the pay period for which it was approved.
 - l. Unpaid Leave
 - i. Professional support staff employees may be granted personal leave without pay for ten (10) days or less by the supervisor, provided the request is submitted at least one (1) week prior to the beginning date of the leave. Employees absent without leave shall be subject to dismissal. An employee having vacation or personal charged to sick leave available may not receive personal leave without pay except in circumstances approved by the Superintendent (SB Rule 6.546(III)(A)).
 - ii. For payroll purposes, unpaid leave will be reported during the pay period for which it was approved.
 - m. Illness or Injury in Line of Duty Leave
 - i. Any employee shall be entitled to illness-or-injury-in-line-of-duty leave for a period not to exceed ten (10) working days per fiscal year when he/she has to be absent from work because of a personal injury received in the discharge of his/her duties or because of illness from any contagious or infectious disease contracted in the performance of his/her duties (SB Rule 6.543).
 - ii. In order to be considered for injury-in-line-of-duty leave, the employee shall contact the Risk and Benefits Management Department and the following conditions shall be met:
 - a. The employee must provide written testimony or evidence that his/her injury was received in the line of duty.
 - b. The employee must supply a letter from a medical doctor who treated the patient, stating that in his/her opinion, there is a strong probability that the illness was contracted at the work site.
 - c. The employee must file a written claim.
 - d. The employee must complete a drug test with negative results.
 - iii. Personal and confidential health information shall not be submitted to the Payroll Department. All necessary information shall be submitted to the Risk and Benefits Management Department and shall be maintained in accordance with all applicable laws and record retention requirements.

n. Family and Medical Leave

- i. Under the Family and Medical Leave Act (FMLA) of 1993, full time qualified staff are entitled to take up to twelve (12) weeks of unpaid leave for the following reasons:
 1. The birth of the employee's child;
 2. The placement of a child with the employee for adoption or foster care;
 3. To care for the employee's spouse, child, or parent who has a serious health condition;
 4. A serious health condition rendering the employee unable to perform his/her job; or
 5. Any qualifying exigency as defined by the United States Department of Labor that arises because the spouse, son, daughter, or parent of an employee is a covered military member on active duty or has been notified of an impending call or order to active duty in support of a contingency operation.
- ii. Any employee that is absent from work for more than three (3) consecutive days for a medical reason must be informed of their eligibility to apply for FMLA. FMLA will only begin after the employee's eligibility is confirmed by the Risk and Benefits Management Department.
- iii. Employees may elect to use accumulated sick or vacation days for the duration of their FMLA leave. However, FMLA leave will not extend beyond 12 weeks regardless of paid status.
- iv. Personal or confidential health information shall not be submitted to the Payroll Department. All necessary information shall be submitted to the Risk and Benefits Management Department and shall be maintained in accordance with all applicable laws and record retention requirements.

VII. SALARY CORRECTIONS

- a. Amounts overpaid to employees shall be recovered by deductions from subsequent salary payments within the same fiscal year that the error is discovered. The number of subsequent checks to be effected shall be no greater than the number of checks that contained the error. If an employee terminates prior to reimbursing the District in full, the remaining balance due to the School Board shall be deducted from the final check. In the event that the amount due to the School Board is greater than the final check, or if the overpayment occurred on a person who is no longer an employee, recovery shall be by direct reimbursement and shall be due and payable within thirty (30) days of notice of the amount due (SB Rule 7.51(VII)).