



## 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. Non-exempt Professional Support Staff, excluding Bus Drivers and Bus Attendants
  - i. Kronos shall be the standard timekeeping system for all non-exempt professional support staff in District departments and schools.
  - ii. Employees will punch in and punch out for their scheduled workday by swiping their District identification badge at a Kronos timeclock.
  - iii. Employees may also use a computer or a mobile device (e.g., laptop, tablet or smartphone) to punch in or punch out of Kronos through a web browser when an operable Kronos timeclock is not available, or when using a computer or mobile device is more practical due to the duty location and the proximity of the Kronos timeclock.
  - iv. Kronos time records will be used to complete payroll each pay period.
- c. Bus Drivers and Bus Attendants
  - i. Kronos shall be the standard timekeeping system for all Bus Drivers and Bus Attendants.
  - ii. Bus Drivers and Bus Attendants will punch in and punch out for their scheduled workday by swiping their District identification badge in the Time and Attendance System on their assigned bus. Punch data will be transferred from the Time and Attendance System to Kronos.
  - iii. Kronos time records will be used to complete payroll each pay period.
- d. Exempt Professional Support Staff
  - i. Exempt professional support staff, as defined by the Fair Labor Standards Act (FLSA), shall not be required to use sign-in sheets or Kronos timeclocks for

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timekeeping purposes. Approved leave time or unpaid time, if applicable, will be reported in the appropriate pay period.

- e. Administrators
  - i. Administrators shall not be required to use sign-in sheets or Kronos timeclocks for timekeeping purposes. Approved leave time or unpaid time, if applicable, will be reported in the appropriate pay period.
- f. Fraudulent Punches
  - i. Employees shall only use their own District identification badge to punch in and punch out for their scheduled workday. Punching in or punching out on behalf of another employee is strictly prohibited and is considered fraud, which is subject to disciplinary action up to and including termination of employment. The District will recover any overpayment of wages that results from fraudulent punches, in accordance with School Board Rule 7.51(VII).

#### 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 administrators 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 scheduled payroll.
- e. To request off-cycle checks between scheduled payroll runs, Principals and department administrators shall submit a written request 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 of pay 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. Non-exempt staff shall be compensated for all hours worked. Administrators may grant compensatory (comp) time in lieu of overtime, provided that equivalent comp time is granted. Therefore, 1.5 hours of comp time must be granted for every hour worked in excess of 40 hours in a work week. If comp time cannot be used within the next pay period after it is earned, the time must be submitted for payment as overtime. A comp

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time tracking tool is available on the District's Payroll Department website:  
<https://www.osceolaschools.net/Page/1473>.

## VI. EMPLOYEE LEAVE

- a. All employees are responsible for entering their leave requests in the Employee Portal at [employees.osceola.k12.fl.us](https://employees.osceola.k12.fl.us).
- b. Sick Leave
  - i. Any full time employee of the District who is unable to perform his/her duty in the District on account of personal sickness, accident disability, or extended personal illness, or because of illness or death of father, mother, brother, sister, husband, wife, child, or other close relative, or member of his/her own household, and consequently has to be absent from his/her work shall be granted leave of absence for sickness (SB Rule 6.549(I)).
  - ii. 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.
  - iii. Instructional staff must also access the Frontline system to request a substitute for their classroom.
  - iv. Sick leave does not require prior approval by an administrator.
  - v. For payroll purposes, sick leave will be reported during the pay period for which it was approved.
- c. 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. An employee with an available balance of paid leave for personal reasons shall not be granted personal leave without pay (SB Rule 6.546 (III)(A)).
  - iv. For payroll purposes, personal leave will be reported during the pay period for which it was approved.
- d. Vacation Leave
  - i. Vacation leave for 12-month staff shall be approved by an administrator in advance (SB Rule 6.541(III)(D)).
  - ii. An employee with an available balance of vacation leave shall not be granted personal leave without pay (SB Rule 6.546 (III)(A)).
  - iii. For payroll purposes, vacation leave will be reported during the pay period for which it was approved.
- e. 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)).

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- f. 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)).
- g. 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. During the time of extended active duty for a national or regional emergency, 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.
    - 3. 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.
- h. 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.
- i. 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.
- j. 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)).

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- ii. For payroll purposes, unpaid leave will be reported during the pay period for which it was approved.
- k. 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.
- l. 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.

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- m. Exempt professional support staff, as defined by the FLSA, and administrators shall submit requests for leave if they will be absent from work for half of their scheduled workday or more. Leave requests shall be submitted in advance, in half-day intervals only, and shall be subject to administrator approval. Exempt employees are expected to work their scheduled hours each week, at minimum, and shall not shorten their work day on a regular basis without prior administrator approval. Any employee working less than their scheduled hours without approved leave, and without prior approval from their administrator, may be subject to disciplinary action.
- n. Non-exempt professional support staff, as defined by the FLSA, and instructional staff 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 intervals.

## 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 affected 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)).