

TIMEKEEPING FOR EXEMPT EMPLOYEES

1. All exempt (certified) employees are also required to use the time clock.
2. Certified employees must work at least 37 ½ hours per week or 7 ½ hours per day.
3. Certified employees cannot accrue compensatory time for extra hours worked. They are exempt by the Fair Labor Standards Act.
4. Certified employees do not have to clock in/out for lunch break; however, it is better for our record keeping if they do, especially if they leave their job site.
5. Certified employees must clock in/out when leaving their job site for personal errands.
6. Certified employees must clock out when leaving for approved school business travel.