

MESA UNIFIED SCHOOL DISTRICT

**ANNUAL STATEMENT OF UNDERSTANDING
(FOR ALL EMPLOYEES)**

Guidelines for Non-Exempt Employee Compensation Practices – Hours Worked/Time Recording

Under the federal Fair Labor Standards Act, employers are required to keep certain records on their non-exempt classified employee compensation practices. These practices include the accurate recording of time on a daily and weekly basis, not working overtime without permission or authorization, and not working without recording the hours worked.

In order to assure that (1) accurate records are kept, (2) non-exempt classified employees are not working without recording their time, and (3) the district will not be in violation of the law, all employees must be aware of the wage and hour requirements. To prove compliance with the law, **this Statement of Understanding must be read and signed by all employees.** A copy of this Statement will be retained in the personnel files. Employees who fail to abide by the laws and Governing Board Policy which govern wage and hour issues will be subject to disciplinary action.

For non-exempt classified employees:

1. The pay period for a normal workweek begins on Friday and ends on Thursday except for those employees working any approved alternative work schedule. If employees work overtime (in excess of 40 hours in one workweek), they are to be paid one and one-half (1½) times the regular hourly rate of pay for hours worked in excess of 40 hours. Compensatory time at a rate of one and one-half (1½) times may be given in lieu of overtime pay if approved by the appropriate Assistant Superintendent.
2. Overtime may not be worked without prior approval from the appropriate Assistant Superintendent. Only in cases of emergency may approval be obtained after the fact.
3. All time worked must be recorded. Employees shall not clock in or out for another employee. Supervisory personnel will not intimidate employees to work without recording their time. Employees who attempt to come in early, stay late, or work during the duty-free lunch period will be subject to disciplinary action. Likewise, supervisory personnel, including teachers, counselors, and nurses, who expect employees to work without recording the time will be subject to disciplinary action. Employees who feel pressured to work in violation of rules should inform the Superintendent.
4. Time worked must be recorded in the Kronos timekeeping system. The record of time worked must be signed by the non-exempt classified employee and the administrator/supervisor.
5. Employment on the basis of a stipend, “flat rate” or other arrangement that does not compensate the employee on the basis of hours worked is prohibited. Payment in cash is prohibited.

Non-exempt employees are expected to adhere to their scheduled work hours and to abide by any designated lunch period.

Date

Signature of Employee

School/Work Location

Name of Employee (PLEASE PRINT)