

## 4085 - Time Clock

~~To insure an accurate record of staff attendance and time worked for proper compensation, Campbell County School District requires the use of time clocks.~~

Campbell County School District requires the use of time clocks, to ensure an accurate record of staff attendance and time worked for proper compensation.

All non-exempt staff must clock in and out using only the approved time clocks. Certified staff performing supplemental hourly duties will also be required to clock in and out using only approved time clocks. It is the staff member's responsibility to clock in and out and to report any problems to their supervisors. Supervisors will determine the employee's work hours, approve weekly hours, the appropriate time clock to use, and the location of the employee's workstation. Employees with remote workstations or the inability to use a standard time clock due to their job location will work with their supervisor to ensure their proper time is recorded.

**ADOPTION DATE:** March 23, 2010; Revised April 12, 2022

**LEGAL REFERENCE(S):**

**CROSS REFERENCE(S):**

**ADMINISTRATIVE REGULATION:** 4085-R