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| PROCEDURE TITLE: HCPS Timekeeping | | |
| ADOPTION/EFFECTIVE DATE: 6/22/25 | MOST RECENTLY AMENDED: | MOST RECENTLY REAFFIRMED: |
| POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: | | |

I. Purpose

The purpose of this procedure is to outline the timekeeping policies of Harford County Public Schools (HCPS). Accurately reporting time worked is the responsibility of every nonexempt employee. HCPS must keep an accurate record of time worked to calculate employee pay and benefits.

II. Definition

- A. Fair Labor Standards Act (FLSA)** – Under the U.S. Department of Labor, the Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

III. Procedures

A. Exempt and Nonexempt Status

1. Exempt employees include those holding positions within APSASHC, AHCATSP, or HCEA-Certificated based on the job characteristics set forth by FLSA.
2. Nonexempt employees include those holding all other positions based on the job characteristics set forth by FLSA.

B. Overtime

1. Nonexempt employees are eligible for overtime compensation at 1.5 times the employee's regular rate of pay for a 40-hour workweek. Nonexempt employees must receive overtime compensation for all hours worked in excess of 40 hours per workweek.
2. Exempt employees are not eligible for overtime compensation since they are exempt from the provisions set forth by FLSA.

C. Nonexempt Employee Timekeeping

1. Employees classified as nonexempt are required to maintain a timekeeping record each day.
2. Hours worked must be accurately recorded by way of badge kiosk or WebClock (Browser). Your position will determine which method you will

utilize to record your hours worked. Recorded time must accurately reflect all regular and overtime hours worked, absences, late arrivals and early departures. If an employee's recorded time is not accurate, the employee should notify the timekeeper immediately. Upon receipt of a paycheck, the employee should verify that the paycheck accurately reflects all regular and overtime hours each workweek.

D. Time Worked

1. Time worked includes all time that an employee is required to perform duties for the company. Time worked is used to determine overtime pay required for nonexempt employees. The following provisions are included as time worked:
 - a. **Work away from premises or at home.** Work performed off the premises or at home by a nonexempt employee will be counted as time worked. A nonexempt employee will not be permitted to perform work from home unless approved in advance in writing by the department supervisor.
 - b. **Break time.** Rest periods of 20 minutes or less are counted as time worked.

E. Lunch Periods

1. AFSCME and HCEA-ESP employees are expected to take lunch breaks consistent with their outlined schedule within their negotiated agreement.
2. Oracle will automatically deduct a 30-minute lunch break from any AFSCME and HCEA-ESP employee who works 6 hours or more per day except for positions with a paid lunch break per the negotiated agreement.
3. If an employee misses their break, they are to report the concern to the building administration. If it is necessary to recall a person during a break or lunch, the person will be provided with a break or lunch at another time.

F. Duty Day

1. AFSCME and HCEA-ESP employees' duty day must align with the requirements of their negotiated agreement.
2. Per the AFSCME negotiated agreement, 8-hour employees must work an 8 ½ hour shift which includes a 30-minute unpaid lunch period.
3. Per the HCEA-ESP negotiated agreement, paraeducators, inclusion helpers, and technicians will be scheduled for a 7 ½ hour shift which includes a 30-minute paid duty-free lunch period.
4. Per the HCEA-ESP negotiated agreement, secretarial and clerical personnel will be scheduled for an 8-hour shift which includes a 30-minute unpaid duty-free lunch period.

G. Off-the-clock Work

1. Nonexempt employees are prohibited from performing any off-the-clock work (work performed but not reported) or engaging in work activities on a volunteer basis.

H. Required Pre-authorization

1. Work performed under the following conditions by nonexempt employees requires written pre-authorization and must be reported accurately:
 - a. **Deviation from your regular schedule:** Absences, reporting late, or leaving early requires pre-authorization from your supervisor.
 - b. **Overtime:** Nonexempt employees may not work over their regularly scheduled workweek hours without written pre-authorization by their supervisor. This includes starting work early, finishing work late, working during a meal break or performing any other extra or overtime work.
 - c. **Working while away from the workplace:** Nonexempt employees are prohibited from working from home or otherwise performing work while away from the regular workplace unless they have pre-authorization in writing from their supervisor. This includes, but is not limited to, working from home. Teleworking must comply with HCPS' Teleworking Procedure and requires written pre-authorization by the employee's supervisor.
 - d. **Working outside of scheduled hours:** Nonexempt employees may not work outside their scheduled hours unless they have written pre-authorization by their supervisor.

I. Timekeeping

1. Nonexempt employees must accurately record the time they begin and end their work. Meal periods, in accordance with the respective negotiated agreement, are expected to be taken each work shift. Unpaid meal periods are automatically deducted from an employee's timecard each day. Employees must also record the beginning and ending time of any departure from work for personal reasons.
2. It is the employee's responsibility to record their time to certify the accuracy of all time reported. The department supervisor will review and then approve the time record before submitting it for payroll processing. In the event of an error in reporting time, employees must immediately report the problem to the supervisor.
3. As soon as possible, an employee must report any system difficulties or clocking problems to the timekeeper. When there are outages, manual timesheets will be used.

J. Enforcement

1. Employees who do not comply with this procedure may be subject to disciplinary action, up to and including termination.
2. Any attempt on the part of the employee, a supervisor or another employee to falsify time records is prohibited. At the employee level, the recording of “in” and “out” times while not in an official work capacity (i.e., before arriving at work or after leaving work) is not permitted.
3. If any supervisor or employee instructs an employee to (1) incorrectly or falsely under- or over-report time worked, or (2) alter another employee’s time record to inaccurately or falsely report that employee’s hours worked, the employee should report this immediately to the timekeeper, supervisor, or Human Resources.

K. Retaliation

1. HCPS does not permit retaliation against individuals who (1) file a good faith report of a suspected violation of this policy or (2) cooperate in an investigation of such reports. Any employee who engages in retaliation will be subject to disciplinary action, up to and including termination.

Approved By:



Sean W. Bulson, Ed.D.
Superintendent of Schools

May 23, 2025

Date

| Procedure Action Dates | | | | | |
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| Responsibility for Procedure Maintenance & References | |
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| LAST EDITOR/DRAFTER NAME: | JOB POSITION OF LAST EDITOR/DRAFTER: |
| PERSON RESPONSIBLE: | JOB POSITION OF PERSON RESPONSIBLE: |
| DESIGNEE NAME: | DESIGNEE POSITION: |
| PROCEDURE NUMBER PRIOR TO NOVEMBER 1, 2005: | |

LEGAL REFERENCES¹

References are set forth in the Procedure.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.