



INTEROFFICE MEMORANDUM

TO: CRY-ROP CAMPUS & SUPPORT EMPLOYEES
FROM: DR. STEPHANIE HOUSTON, SUPERINTENDENT
SUBJECT: ATTENDANCE PROCEDURES AND DEFINITIONS
DATE: 3/15/2016

This memo serves as a summary and reminder of the CRY-ROP attendance procedures. The consistent adherence to the procedures allows for maximum safety and efficiency. In the event of an emergency, the automated absence systems will be critical in our incidence response. The information outlined is not exhaustive and is intended to provide an overview and clarification of terms. Any specific questions or concerns regarding attendance should be directed to Human Resources.

Attendance Procedures:

- Unless otherwise stipulated, the work day begins at 7:30 am and ends at 4:30 pm, and includes a one hour lunch period.
- Changes to the 7:30am-4:30pm schedule **must be pre-approved** by a supervisor.
- Use the departmental sign-in sheets to document arrival time, breaks, lunch time and any other occasion that involves leaving the premises, including end of day departure.
- Reporting to work late due to unforeseen/unapproved circumstances must be documented by contacting HR either through Aesop or a phone call. HR will forward all messages to the appropriate supervisor.
- Use the Aesop absence management system to report and document all absences.
- Requests for overtime must be approved by the direct supervisor in advance and must be entered into Aesop. Overtime is strongly discouraged and very rarely approved. Unauthorized overtime will result in negative documentation on employee evaluation.

Definitions:

Aesop- CRY-ROP purchased cloud-based software for absence management, substitute placement, and reporting.

Overtime (OT)- time worked beyond 8 hours in a day and/or 40 hours in a week. OT is reconciled at time and a half.

Flex Time-for exempt employees, not eligible for OT, flex time is used to reconcile time worked beyond 8 hours in a day and/or 40 hours in a week. Exempt employees include Senior Management, Management, Computer Network Specialist, Data and Software Analyst, and Technology Support Assistant. Requests for Flex Time must be entered into Aesop and approved by a supervisor prior to use.

Adjusted Schedule- any change to the 7:30am-4:30pm workday schedule that does not result in OT. Requests for Adjusted Schedule must be entered into Aesop and approved by a supervisor prior to use.

Cash compensation-OT may be reconciled with cash compensation calculated at an hourly rate. All requests for cash compensation must be accompanied by a supervisor signed timecard.

Compensatory Time Off (CTO)- in lieu of cash compensation to reconcile OT, an employee may opt to take CTO. The employee may take CTO anytime within 12 calendar months following the month in which the OT was accrued. Maximum CTO accrual per year is 60 hours for 40 hours of OT worked. Requests for CTO must be entered into Aesop* and approved by a supervisor prior to use. *Aesop will be updated to reflect CTO as an absence option effective July 1.

Non-Contract Time (NCT)- for employees whose work schedule is fewer than 12 months, NCT is the documentation for non-work days. NCT days are reflected on employee calendars in the Employee Position Information Collaborative System (EPICS). HR enters NCT into Aesop for all applicable employees.

Employee Position Information Collaborative System (EPICS)- the HR and Business Services software used for checks and balances related to calendars, wage, payroll and absence management.

Employee Leave Tracking System (ELTS)- HR software used to ensure OT, Flex Time, and CTO are documented for the purpose of calculating the financial liability implications as reported in budget documents.