

## **FREQUENTLY ASKED QUESTIONS REGARDING THE KRONOS SYSTEM**

- **Why are we implementing the Kronos System?**

The NREVS needs to ensure compliance with the Fair Labor Standards Act (FLSA) (see attached). Ignorance of the FLSA can cause huge monetary obligations to the district. We also want to make certain that all employees are being treated equally according to the OAPSE contract and NREVS Board Policies. We're not changing working conditions, just the method of reporting. We are going from paper to electronic and trying to improve the accuracy of reporting.

- **Will I get paid for additional work hours?**

Any classified employee, who works more than their scheduled time, will be paid for those additional hours. Please note that any additional hours over your scheduled hours, including overtime, must be approved by your Supervisor. This is the same policy that was in place prior to the implementation of Kronos.

- **Can I be a volunteer for part of my work day?**

No. Employees are paid for all hours worked. You cannot be a volunteer and an employee.

- **Do we get comp. time?**

No. The Fair Labor Standards Act requires that all employees be paid for time worked.

- **Do I have to clock in & out for lunch?**

No. If your position requires you to take an unpaid meal break, the timekeeping system will automatically record that deduction. You must take your 30 minute meal break.

- **How will calamity days and 2 hour delays be handled?**

Your supervisor will be able to electronically enter that information to your timecard.

- **Can I view my sick, personal and vacation balances at the time clock?**

Yes. There is a feature that allows you to view your leave balances. Now you will know what your balances are before requesting that time off.

- **How do I request time off (e.g., sick, personal, vacation, professional)?**

This will now be done electronically at the time clock. It will electronically go to your Supervisor who will then approve or deny the request and then it will return to you via e-mail or time clock. If approved, the information will automatically be entered into your timecard. If you decide not to take the requested time off, you can also cancel the request at the time clock.

- **Can I change my timesheet?**

No. This is a legal document. If you've made an error when clocking in or forgot to clock in/our, please let your Supervisor know and he/she will make the adjustment.

- **When will we start using the Kronos System?**

The system is not up and running yet. We are hoping to start using the system some time in September.

### **Implementation Phase**

May – Developing program to correspond with OAPSE & NREVS Board Policies

July – Training Payroll

August – Training Administrative Staff; Test with 20-25 staff

September – Test with 20-25 staff; when we go live with Kronos, the system will run parallel to our current payroll system. We will have a dual reporting system until things are running smoothly & accurately.

*If you have any questions, please contact your Supervisor or Teresa Napier, CFO. We will be adding information to the NREVS website to keep you informed about the progress of the Kronos System.*

## FAIR LABOR STANDARDS ACT (FLSA)

### KNOW THE LAW

- The FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.
  - Overtime – Covered nonexempt employees must receive overtime pay for hours worked over 40 per workweek (any fixed and regularly recurring period of 168 hours – seven consecutive 24-hour periods) at a rate not less than one and one-half times the regular rate of pay. There is no limit on the number of hours employees 16 years or older may work in any workweek. The FLSA does not require overtime pay for work on weekends, holidays, or regular days of rest, unless overtime is worked on such days.
  - Hours Worked – Hours worked ordinarily include all the time during which an employee is required to be on the employer’s premises, on duty, or at a prescribed workplace.
  - Recordkeeping – Employers must display an official poster outlining the requirements of the FLSA. Employers must also keep employee time and pay records.
  - Youth Employment – These provisions are designed to protect the educational opportunities of minors and prohibit their employment in jobs and under conditions detrimental to their health or well-being.
- Make sure that employees have been properly classified as exempt or non-exempt. Most non-teaching, non-administrator employees (custodians, bus drivers, secretaries, food service, teacher assistants) are covered by the FLSA, which means that such employees must receive overtime pay for all time worked over 40 hours a week.
- The test for determining whether an employee is covered or exempt is **NOT** whether the employee receives a salary. A covered employee may be paid a salary. However, if he/she works more than 40 hours a week, he/she must be paid overtime based on time and one-half of the regular hourly rate of the salary. The employer and the employee *may not* agree to waive the employee’s rights to overtime under the FLSA.
- Employers **must** keep accurate records regarding the time covered employees have worked. For non-exempt employees who are entitled to overtime, the FLSA requires that employers keep records showing, among other things, employee’s name, time and day on which the workweek begins, regular hourly rate, hours worked each day, total hours for each workweek, and total weekly straight time and overtime earnings. A time sheet recording over and over again that an employee worked from 8:00 am to 4:30 pm will not work because it does not reflect the time the employee is actually working. For example, if an employee who is scheduled to work at 8:00 am begins working at 7:52 am the employee’s time record must reflect that the employee began work at 7:52 am NOT 8:00 am.
- While time clocks are not required by the FLSA, they may eliminate many record keeping problems.
- If an employer “suffers or permits” an employee to work overtime, even after telling the employee that he/she cannot work overtime, the employer must pay the overtime. This is true even if the employer has promulgated a rule stating that overtime is not allowed and regardless of whether the overtime is performed at home or at work. So if a school district does not want overtime performed, it should adopt a policy prohibiting unauthorized overtime and inform the employees regarding the policy’s terms and that the district will enforce the policy through discipline if necessary. If employees refuse to follow this directive, the district must still pay the overtime but should discipline the employees in order to achieve compliance.