



Question: Who needs to use the Time Clocks (TCD)?

Answer: Employees in FPSU, AESOP and Miscellaneous Bargaining Units are required to use the TCD. Part-time temporary employees in SACC programs, After School programs and Community Schools will also use the TCD.



Question: Do I have to punch in and out for lunch every day?

Answer: Yes. All employees that are required to use the Time Clock Device (TCD) must punch in and out for lunch each day.



Question: Do I have to punch in and out for breaks?

Answer: No. Breaks are considered paid time.



Question: Can I add my break to my lunch period?

Answer: At the discretion of the Principal/Department Head, members of AESOP can add their breaks to their lunch period. If you have any questions, please see your Head Secretary.



Question: Can I “skip” lunch to make up my time?

Answer: No, the District requires you take a minimum 30 minute lunch.



Question: Can I clock in early and clock out late?

Answer: No. Employees cannot clock in or work before their scheduled start time or after their scheduled end time. All overtime and compensatory time must be pre-approved by the employees’ supervisor.

REMINDER



>>>> GREEN TO PUNCH IN

>>>> RED TO PUNCH OUT

