

Albertville City Schools
Employment Memorandum

To: ACS Non-Exempt Support Employees

From: ACS Payroll Office

Date: _____

Employee Name: _____

RE: Work Schedule/Overtime(OT)

Your direct supervisor is: _____

Your job title is: _____

<input type="checkbox"/> New Hire
<input type="checkbox"/> Transfer Position
<input type="checkbox"/> Schedule Adjustment
<input type="checkbox"/> Part-Time/Temp

The Albertville City Board of Education has employed you on the following work schedule:

Number of Contract Days: _____

Assigned Work Hours- Clock in: _____ Clock out: _____

Assigned Lunchtime: One (1) hour ___ or thirty (30) minutes ___ Assigned Time: _____ - _____

Type of Lunchtime: Paid Lunch ___ Duty Free Lunch (non-paid) ___

*Note: Most employee's will be on a paid lunch schedule. The Duty Free Lunch option is only for employee's that are able to leave for lunch and be physically duty free for that lunch period.

As a support employee of Albertville City Schools, you are required to clock in and clock out each workday. If your lunchtime is duty free/nonpaid, your schedule will automatically deduct the half or whole hour from your daily time. There is no need to clock in and out for lunch if you have the automatic lunch deduction. You are required to clock-out if you leave your job duties during any part of your workday (doctor apt., dentist apt., etc), and clock back in when you return to your job. **Under no circumstance should you work off the clock.** If you have a supplemental position (coaching, etc.) you must complete your scheduled primary position before your supplemental job can begin.

If you miss clocking in or out, a **Time Clock Override Form** found in ERetrieve must be completed within 24 hours of your missed time. Please include on the form why you missed performing the clock action. A form must be completed for each day this occurs. All time is to be recorded in the District TCP program.

All overtime **MUST** be pre-approved by the employee's supervisor and turned into payroll before any work is performed. Employees with a Pre-Approved OT dropdown box must clock in and out using the appropriate box for their pre-approved OT. If hours are being worked without approval, the employee may not be paid based on the District Policy.

Please work your assigned work hours and take lunch according to the assigned time. Employees cannot adjust their times without an approved memorandum on file with payroll. This may include coming in earlier or staying later than the approved time to meet daily hours.

Your signature verifies that you have received a copy of, read, understand, and agree to follow the procedures listed in this Employment Memorandum.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____