

<b>POLICY TITLE:</b>	<b>Classified Staff Payroll</b> <b>Minidoka County Joint School District # 331</b>	<b>POLICY NO:</b> <b>594.00</b> <b>PAGE 1 of 2</b>
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It is the policy of the Minidoka County Joint School District No. 331 that classified employees shall be treated similarly with respect to hours of employment and work schedules. Each classified employee will be assigned a regular work calendar as determined by the District.

Classified employees shall not work beyond their regularly scheduled hours unless prior authorization is obtained from a district-level supervisor, administrator, or building-level principal. Any employee who works additional hours without prior approval may be subject to disciplinary action.

When authorized additional hours are worked beyond an employee’s regular work schedule but do not exceed the overtime threshold under applicable state or federal law, the District may grant compensatory time (“comp time”) at a one-for-one (1:1) rate in lieu of additional pay.

Comp time must be taken within the same calendar month in which it is earned. Comp time may not be carried over into a subsequent month and must be scheduled with supervisory approval to ensure continuity of District operations. Any unused comp time at the end of the month will be automatically paid at the employee’s regular hourly rate.

Hours that qualify as overtime under applicable state or federal law are not eligible for compensatory time under this policy and must be compensated in accordance with the District’s overtime policy and wage and hour laws. If an employee has entered leave but also has comp time, the amount of comp time will be applied back to the leave if applicable. Leave may only be used to cover scheduled working hours missed and cannot exceed scheduled hours in a pay period.

Classified employees designated as exempt under applicable state and federal wage and hour laws are not eligible for overtime compensation or compensatory time.

**Time Clock**

1. All employee time calculations will comply with Idaho Code 67-5328 and the Fair Labor Standards Act (FLSA). Per Idaho Code and the FLSA, if the employee works 1-7 minutes their time rounds down to the nearest quarter hour, if the employee works 8-14 minutes the time rounds up to the nearest quarter.
2. At the end of each pay period, each classified employee’s time will be submitted to their Supervisor or designee for review and verification by no later than the **first day** of each month.
3. Overtime must be authorized. If not authorized, this could lead to disciplinary measures.
4. All substitute time is tracked in the District’s automated timekeeping system.

**Working from Home**

1. Classified, including exempt employees, may not work from home unless given prior permission from the Superintendent.

Attendance

In order for an employee to fulfill the duties assigned under his or her job description, regular attendance and punctuality are required. Habitual absences or tardiness can result in disciplinary action up to and including termination of employment. To maintain good standing under the attendance policy, employees should not exceed authorized leave provided by the district (e.g., sick, personal, vacation). Vacation and personal leave days are to be approved by the supervisor in advance. If an employee has exhausted all available authorized leave and leave without pay is needed, it must be approved by the Board of Trustees.

**Travel Time:**

When traveling for the District, including District approved professional development travel requested by the employee, if it is pre-determined that the professional development will benefit the District, the employee shall keep track of their time as outlined below and record the time on a timesheet:

- a. Travel during the employee's regularly scheduled work hours will be paid at the employee's regular rate.
- b. If travel is required before or after the employee's regularly scheduled work hours the District will pay from Rupert to lodging and from lodging to Rupert, including any drive or flight time.
- c. Conference/meeting attendance during the employee's regularly scheduled work hours will be paid at the employee's regular rate.
- d. If conference/meeting attendance goes beyond the employee's regularly scheduled work hours all additional time should be recorded on the timesheet.
- e. If there is a speaker during a meal, that time can also be recorded. Time for "lunch on your own" will not be included.
- f. An itinerary must be submitted with the reimbursement

If the workshop/conference is voluntary attendance, time will be unpaid.

***Failure to follow this policy may result in disciplinary action up to and/or including termination.***

**LEGAL REFERENCE:**

**ADOPTED: March 17, 1998**

**AMENDED/REVISED: January 20, 2014; May 20, 2019; January 27, 2023;  
Sept. 16, 2024; December 16, 2024; January 19, 2026**