

TIMESHEETS

TOC – TOC's are no longer required to fill out timesheets.

TAS – Please fill out a timesheet every day. Make sure to fill in **arrival time, departure time, and total hours worked**. Make a note if you did not get your breaks. You are entitled to **2 - 15 minute paid breaks** for full day and **1 - 15 minute break** for a half day, and **1 - 30 minute unpaid lunch break** for a full day. Add any missed break time to your total hours worked for the day. Sign the completed timesheet and leave it in the school office at the end of the day.

Calculation Examples: ** You arrive at school at 8:00 am and leave at 3:00 pm (7.0). You **TAKE** your unpaid 30 minute lunch break and your 2 - 15 minute paid breaks, your total hours worked = 6.5 hours (because lunch is unpaid you must subtract 30 min (.5) from time worked)

You arrive at school at 8:00am and leave at 3:00pm (7.0). You **DO NOT take your unpaid lunch break and 2 - 15 minute paid breaks, your total hours worked = 7.5 hours, the only adjustment to hours worked is to add .5 for 2 - 15 min paid breaks.

You arrive at school at 8:00 and leave at 3:00 pm. You **take 2 - 15 minute paid breaks but less than 30 minutes or no unpaid lunch break. No adjustment to hours is needed total hours worked = 7.0 hours.

Summary: If you take your full 30 minute unpaid lunch break you **must** subtract that 30 minutes (.5) from your hours worked. If you do not take your unpaid lunch break no adjustment to your hours is needed. Your hours worked is calculated from the school start time and school dismissal time. **You are expected to be at the school 15 minutes before start of school, this time is unpaid.**

****You should be taking all breaks unless asked not to.**

****If you are asked to supervise before or after school it is paid time. Make sure to note that on your timesheet.****

*****If you do not take your breaks because you choose not to take them you do not get paid for them.*****

*****If you are called into work and are sent home in less than 3 hours you will be paid 3 hours.*****