

TIME SHEETS

TOC – No longer required to fill out timesheets.

TAS – Fill out one time sheet every day. Leave the signed timesheet with the office to signed by Administrator. Fill in hours worked and total. You are entitled to two 15 minute paid coffee breaks and one 30 minute unpaid lunch break each day. If you do not get these breaks add the missed break time to your total hours worked for the day.

The 10-15 minutes prior to your shift is unpaid.

If before and after school supervision is required it is paid time.

For example:

You arrive at school at 7:45 am and leave at 3:00 pm. Hours worked totals 7 hours.

You arrive at school at 7:45 am and leave at 3:00 pm. You get no breaks. Hours worked totals 8 hours.

You arrive at school at 7:45 and leave at 3:00 pm. You get two 15 minute coffee breaks and less than 30 minutes lunch break. Hours worked totals 7 hours and 30 minutes.

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

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