Business Office Briefing-Hourly Employees

March 23, 2020

The district will still be held to the Fair Labor Standard Act as it relates to employee time and overtime; therefore, beginning March 23rd the following measures should be taken to ensure we are paying hourly employees properly.

- Hourly employees must clock in when working on campus.
- Timesheets should be kept weekly for any work performed remotely by hourly employees.
- The employee should submit their weekly timesheets via email to eallen@ossdms.org at the end of each week.
- The Business Office will enter all hours worked and fill in the remainder of the week with Emergency Administrative Leave as needed.
- School and Department timekeepers will attach the email documentation to the weekly time report for administrator approval.