



RELATED BOARD POLICY: PG2.2 TREATMENT OF STAFF

# WSD PROCEDURE PG2.2-P2

APPROVAL DATE: 4/1/2024



Superintendent Signature

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## TIMECLOCK PLUS (TCP)

The Winooski School District requires that all hourly contracted staff and teachers working on a supplemental contract track hours using the TimeClock Plus (TCP) System. The following are the expectations for all staff when using TCP:

1. Kiosks are available throughout the building for employees to punch in and out of their shifts.
2. Employees are to arrive on time for the start of their shift.
  - a. Early arrival and/or late departure of 10-15 minutes for preparations or other school needs is permitted.
  - b. If employees are consistently over this time window, the immediate supervisor will address this pattern with the employee.
3. Employees are entitled to take a lunch break when working a full shift.
  - a. TCP approvers will adjust for a lunch break unless a communication from the employee is sent to the appropriate supervisor and/or designee.
  - b. Special requests for missed lunch breaks should be handled with the immediate supervisor.
4. If an employee misses a punch (in or out) the employee will need to correct their timesheet and edits will be approved by the supervisor and/or designee.
5. All employees are required to approve their timesheets every week.
  - a. If this is not done timely, it will hold up the payroll process and possibly cause errors in your pay.
  - b. Employees who do not approve their timesheets will need to wait for the following payroll to receive any adjustments that are needed.

- c. Approving timesheets allows for review of leave paid time and the accuracy of your records.
  - d. Supervisors and/or designee will follow up with any employee who has not approved their timesheet.
6. Supervisors must approve all timesheets by Monday at 4 pm.