

**Division of School Plant Operations
Time and Attendance Reporting Grid**

October 25, 2011

General Rules for Permanent Employees:

1. ICB Building Service Workers NEVER report **OUP** (Outside Use Premium) or **OUR** (Outside Use Regular)
2. Regular Building Service Workers may not use **OUP** or **OUR** Monday through Friday- only on the weekends
3. Any employee who holds two positions must use separate timesheets for each position, following the rules for that position.
4. When a Board approved holiday falls on an employee's regularly scheduled day off, an ICB Building Service Worker reports the time on the actual holiday as **HOL**, then adjusts their schedule to take off the next Friday (never the Friday before the holiday). No hours are reported on the Friday the employee takes off.
5. All hours worked on a Board approved holiday are to be reported as **WOH** (Worked On Holiday).

REGULAR BUILDING SERVICE WROKER						
Type of Position	Type of Work Performed	Hrs Reported (per day)	Hrs Reported (per week)	Number of Hrs –Type of Duties	Attendance Reported (per day)	Attendance Reported (per week)
40 hr biweekly-	Regular building service duties	4 hrs	20 hrs	All normal duties	4 hrs REG	20 hrs REG
40 hr biweekly-	Regular building service duties	5 hrs	25 hrs	All normal duties	4 hrs REG 1 hr OTR	20 hrs REG 5 hrs OTR
40 hr biweekly-	Regular building service duties & ICB activity	4 hrs	20 hrs 8 hrs weekend	Normal duties plus 8 hrs of ICB	4 hrs REG 8 hrs OUR weekend	20 hrs REG 8 hrs OUR
80 hr biweekly-	Regular building service duties	8 hrs	40 hrs	All normal duties	8 hrs REG	40 hrs REG
80 hr biweekly-	Regular building service duties	10 hrs	50 hrs	All normal duties	8 hrs REG 2 hrs OTR	40 hrs REG 10 hrs OTR
80 hr biweekly-	Regular building service duties & ICB activity	8 hrs	40 hrs 10 hr weekend	Normal duties plus 10 hrs of ICB	8 hrs REG 10 hrs OUP weekend	40 hrs REG 10 hrs OUP

ICB BUILDING SERVICE WORKER						
Type of Position	Type of Work Performed	Hrs Reported (per day)	Hrs Reported (per week)	Number of Hrs- Type of Duties	Attendance Reported (per day)	Attendance Reported (per week)
40 hr biweekly-	Normal duties on Friday evening, Saturday and Sunday	4 hrs (Friday) 8 hrs (Saturday) 8 hrs (Sunday)	20 hrs	All ICB hrs	4 hrs REG (Friday) 8 hrs REG (Saturday & Sunday)	20 hrs REG
40 hr biweekly-	Normal duties on Friday evening, Saturday and Sunday Additional hrs worked on Saturday	4 hrs (Friday) 12 hrs (Saturday) 8 hrs (Sunday)	24 hrs	All ICB hrs	4 hrs REG (Friday) 8 hrs REG (Saturday) 4 hrs OTR (Saturday) 8 hrs REG (Sunday)	20 hrs REG 4 hrs OTR
40 hr biweekly-	Normal duties on Friday evening, Saturday and Sunday Additional hrs worked during the week for regular building service duties or attended training	4 hrs (Friday) 8 hrs (Saturday) 8 hrs (Sunday) 4 hrs per day (Monday thru Friday)	40 hrs	20 hrs ICB 20 hrs regular building service duties	4 hrs OTR (Monday thru Thursday) 4 hrs REG (Friday) 4 hrs OTR (Friday) 8 hrs REG (Saturday) 8 hrs REG (Sunday)	20 hrs REG 20 hrs OTR** **Building Service Managers notify SPO accountant to correct salary account charged**
40 hrs biweekly- (Week with a Holiday)	Normal duties	Holiday (Monday – Thursday)	20 hrs	4 hrs holiday 16 hrs ICB	4 hrs HOL 8 hrs REG (Saturday) 8 hrs REG (Sunday)	16 hrs REG 4 hrs Hol ** **Employee takes off the Friday after the holiday**
40 hrs biweekly- (Week with a Holiday & Supervisor unable to adjust employee's work week)	Normal duties	Holiday (Monday – Thursday)	24 hrs	20 hrs ICB 4 hrs holiday	4 hrs HRR 4 hrs REG (Friday) 8 hrs REG (Saturday) 8 hrs REG (Sunday)	20 hrs REG 4 hrs HRR (Holiday Regular Rate)** **This should be a rare exception, not normal practice.**