Verifying employee work and non-work days by allocated number of days

Background information on calendars

- All Albemarle County employees have defined work and non-work days for each regular employee group (180-260 days).
- These calendars are published annually and given to the Coordinator of Time and Attendance for Kronos system configuration.
- Because Albemarle County is a pay-by-exception organization, Kronos is set up to balance to the set “Days per Year” for each regular employee by using leave or additional pay (non-exempts only) for changes.
- Click here to access the Master Calendars of work and non-work days for Albemarle County Public School employees by employee type and number of days.

Background information on teacher contracts

“The standard 10-month contract shall include 200 days, including (i) a minimum of 180 teaching days or 990 instructional hours and (ii) up to 20 days for activities such as teaching, participating in professional development, planning, evaluating, completing records and reports, participating on committees or in conferences, or such other activities as may be assigned or approved by the local school board, “according to VA Code 22.1-302. This means that there may be fewer than 200 days represented on the 200-day teacher calendar. The number of “invisible”* days may vary year to year.

*Additional information on “Invisible Days”

1. Teachers (200-day through 240-day) have a number of invisible days each school year.
2. This number fluctuates from year to year.
3. The master calendar for teachers, available on the Kronos Documentation Center, includes how invisible days are allocated each school year.

Process overview for verifying work and non-work days

1. Once calendars are created, they are published through the Division Compass and are posted online on the Kronos Documentation Center.
2. All employees will see the scheduled work days and non-work days on the timecard based on their allocated “Days per Year.” These may not show up on the timecard until close to the workweek. Employees should use the published employee calendars rather than the timecard to see their workdays. Twelve-month benefits-eligible staff will see holidays by name and 10/11-month staff will see “Non-Work Day.”
3. If a non-exempt employee works on a non-work day, the employee may receive additional pay if they work beyond their regular schedule for the week.
4. If an employee does not work on a scheduled work day or flex the time in the workweek, the employee must request leave to complete their regular schedule.
5. Employees may work different calendar days than the days that are set for school year under supervisor direction/approval.
   - Supervisors/timekeepers should meet with employees who wish to work alternate calendar days.
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- If an employee worked or plans to work different days than what has been set for the school year, the supervisor (and timekeeper) should document those dates in writing.
- The supervisor, employee, and timekeeper should maintain copies of the agreed upon work and non-work days.

6. If you have any questions about what to do for an employee, contact your Human Resources Generalist.

7. Review the following process overview for how to make adjustments to the timecard for employees who will be working alternative calendar days:

Process overview for exempt employees, including teachers, who work different calendar days than the days that are set
1. The Supervisor, exempt employee, and Timekeeper document in writing the work and non-work days for that employee for the school year.
2. The Timekeeper does not do anything to the employee’s Kronos timecard.
3. The employee flexes time as needed to work up to their scheduled days for the year.
4. Ensuring that the employee works the correct number of days is the responsibility of the employee and the employee’s supervisor.

Process overview for non-exempt employees who work different calendar days than the days that are set
If a non-exempt employee and their supervisor agree that the employee will work different calendar days than those identified in Kronos, the following steps must be taken before the days are swapped, in order to balance the number of days worked across the whole year. The employee receives negative pay for the day(s) not worked and additional pay for the days worked.
1. The Supervisor and the Timekeeper should document in writing the work and non-work days with the employee for the school year.
   - Each day not worked should be balanced by another day that the employee will work instead, so that the employee’s pay is kept whole.
   - An example of how this works: a principal needs an Office Associate to work an additional day in June, so the OA works one less day in August and one additional day in June. The employee will have a pay reduction for one day in August, and additional pay for one day in June.
2. The timekeeper adds Administrative Leave Without Pay to the employee timecard on the day(s) the employee will not work. This should be done before the non-worked day occurs. Review the “Flexing scheduled work and non-work days for non-exempt employees” documentation for step-by-step directions.
3. When the employee works on a day that is not on their original calendar, the system automatically creates an “Additional Pay” line to pay the employee for the extra time worked.

Understanding how traded days work in Kronos for non-exempt employees
Verifying employee work and non-work days by allocated number of days

When the non-exempt employee works on a non-work day:

- The employee clocks in and out as usual.
- After the pay period closes, the system processes time and generates a straight time or overtime payment for the additional time worked.
- That pay exception is processed and additional pay is added to the paycheck according to the normal pay exceptions calendar

When the employee does not work on a scheduled work day:

- The Administrative Leave Without Pay that has already been added to the timecard for that day generates a Leave Without Pay exception on the timecard.
- That pay exception is processed and pay reduced according to the normal pay exceptions calendar.