

**SCHOOL ADMINISTRATIVE UNIT #84  
LITTLETON SCHOOL DISTRICT  
102 School Street, Littleton, NH 03561-4818  
Telephone (603) 444-5215  
Fax (603) 444-3015**

**STATEMENT OF UNDERSTANDING  
Hours Worked and Time Recording**

Under the law, the U.S. Fair Labor Standards Act, every employer is required to keep certain records on their employee compensation practices. These include the accurate recording of time on a daily and weekly basis, not working overtime without permission or authorization, and not working without recording the hours worked.

In order to make sure that (1) accurate records are kept, (2) employees are not working without recording their time, and (3) SAU #84 is not in violation of the law, we need to make sure that all employees are aware of the time record requirements. To do this, and to have proof for the U.S. Department of Labor, this Statement will be retained in the personnel files. If an employee is unwilling to sign the Statement and comply with the time recording requirements, then the employee will have to be disciplined, which can include termination. Therefore, your understanding and cooperation is appreciated.

1. The normal work week begins on Monday and ends on Friday. The work week consists of five days for full-time employees, based on employee contract. If employees work overtime (in excess of 40 hours in the work week), they are to be paid one and one-half (1 ½) times regular or average hourly rate for hours worked in excess of 40.
2. Preferably, overtime will not be needed. However, if it is, it is to be authorized by the proper supervisory personnel, except in an emergency where prior approval cannot be obtained.
3. Employees cannot volunteer to work overtime. Employees should not be intimidated into working overtime without recording it.
4. Timesheets must be signed by each employee and signed by the supervisor. Timesheets **MUST** be submitted to Debbie Hampson, Friday prior to payroll. Timesheets not submitted as stated will be processed the following payroll.

Employees are not permitted to start work early, but they are to be at their work location to begin work at the starting time. Employees will be expected to abide by the designated lunch periods and clean-up times each day.

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Date

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Signature of Employee

**Service to Children, the Community, and the Future  
An Equal Opportunity Employer**