

**Mesquite Education Association  
FR Questions – September 2016**

1. Could the GHG time clock be a link that could be included in our portal or somehow enabled to be accessible on all computers accessing the intranet?

**That is a great idea. Our Technical Services department led by Clay Cottles was able to fulfill the request. GHG and MUNIS have been added to the single sign on portal and it is going to be added to the Links for All Employees list on the same page as the portal.**

2. Why do we have to clock in? Working professionals in the business world do not have to clock in as they arrive nor leaving for the day. This also adds stress and headaches to our staff and the secretaries. Staff members are having to arrive 10-15 minutes earlier just to clock in. This is one more thing on our teachers' plate. The secretaries are now having to attend to additional duties with this system, along with additional paperwork and time spent adjusting for mistakes made.

**You are correct that many businesses do not require their employees to clock in and out but many do as well. Some school districts do not require their employees to clock in and out but many do. We are one that does require it for many reasons.**

**The first basic reason is that it is good accounting practices. This procedure helps us maintain records for possible federal audits, tracking hours for ACA and verifying days worked for TRS. The second reason is that we have people complete many different additional duties that are paid out of different funds (tutoring, concessions, bus driver, etc.) The different funds require record keeping to prove that the funds are being used for the allowable reasons. The third reason is that this system provides us with a list of who is on each campus every day. In the case of an emergency, we could go into the system and get a list of all employees present for that day. The fourth reason is maintaining records for substitutes. Every pay period we have people who are charged for a sub who made the decision to come to work after they called AESOP. This system provides us checks and balances to maintain the days. The final reason is the Federal Labor Law. Many of our employees fall into this category and we are required to maintain a record of their hours worked.**

**The GHG system is new to all of us. We are trying to move into a paperless world that will in the long run be more accurate. We have always been required to sign in daily. It has been a part of the Mesquite ISD payroll system for a long time but was done on paper. We are only asking that you do it on your computer instead so that we can move to an automated system that will be easier in time.**

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3. The new GHG does not work properly. It is so much added work for everyone. Only hourly employees should be clocking in and out each day. Why are we being told this is mandated by the state, when we know teachers in other districts in Texas and they are not doing this?

See answer to question #2

4. Why do employees that are not hourly have to clock in and out? Some departments have people that only clock in and others within the same department have to clock in and out, but none are hourly employees. The law states only hourly employees must be clocking in and out for overtime. Why is our district not telling the employees the truth?

See answer to question #2

5. Do teachers have to stay an “extra” 15 minutes three times a week for tutoring, beyond the contract day of 8:15 to 4:15?

**Although principals make every effort to be cognizant and considerate of everyone’s time, a teacher may be required to stay longer if needed to complete the day’s work, confer with parents, attend faculty meetings or perform other school duties (which could encompass tutoring). This is in accordance with policies DK/DEA/DL and can be found on page 21 of the *Employee Handbook*.**

6. Are there plans to have the GHG Time and Attendance program reevaluated to be an impartial and precise way to confirm the hours of everyone’s workday? I understand the need to update the antiquated system of the sign-in sheet. However, what I don’t understand is why everyone doesn’t have the same level of trust.

In the past, everyone in my department signed in and out each day. Now, only the paraprofessionals clock in upon arrival and clock out before leaving. On the other hand, the professionals clock in anytime during the day and no longer clock out. This is unfair. At least on the paper system, the professionals had to sign both in and out. In that respect, it was a more accurate way to keep track of everyone’s time. As a loyal paraprofessional employee, I now feel distrusted and unappreciated.

**Paraprofessionals must sign in and out because they are a nonexempt employee. We are required by law to monitor the hours that are worked. This is the Fair Labor Standards Act and can be found at <http://hr.ofm.wa.gov/compensation-job-classes/compensation-administration/fair-labor-standards-act-flsa>.**

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7. I have worked at MISD for many years, as have most of my peers. None of us are hourly staff, so why are only some employees required to clock in and out each day? Why are some non-hourly staff being made to sign in? Other districts in Texas do not do this. If one person has to clock in and out, then every person should have to. This causes great stress and is a distraction. GHG doesn't always work properly and is taking our secretaries too much time.

See answer to question #2.

8. What can be done as a campus or even district wide for service members that are called into service? Many times, they are called several different times and are out of days to make up the difference in salary that the govt. pays them. Can we as a campus or a district donate day so that their salaries are a little better matched?

**Taking care of our own is one of the things that makes the MISD special, and our heart goes out to service members who are deployed. The district does provide 15 days of paid military leave to help offset any loss of income that might occur, but this does not qualify for the donation of personal days because there is a promise of income that accompanies the military leave. The district, however, is willing to work with campuses to explore other ways to assist these individuals when the need arises.**