

**Hillman Jr/Sr High School**

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Hillman, MI 49746  
(989)742-4538 - phone  
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**Hillman Elementary School**

245 E. Third St.  
Hillman, MI 49745  
(989)742-4537 - phone  
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[www.hillmanschools.com](http://www.hillmanschools.com)



**Mission**

To educate and inspire all students to achieve their maximum potential.

**Vision**

Preparing our learning community for the reality of tomorrow.

**Core Values**

Achievement – We will reach our goals!  
Excellence – We give our best!  
Integrity – We do the right thing!

## HCS Activity Logs Guidance for Title

Hillman Community Schools is committed to maintaining accurate timekeeping records for all staff, ensuring compliance with applicable legislation, including the Fair Labor Standards Act (FLSA) and state-specific requirements.

### **Timekeeping Procedures:**

#### **1. Accurate Recording of Work Hours:**

- All employees are required to accurately record their work hours, including start and end times, as well as any breaks taken during the workday.
- Timekeeping records must be submitted in a timely manner, adhering to the district's payroll schedule.

#### **2. Overtime Management:**

- Non-exempt employees must obtain prior approval from their supervisor before working overtime hours.
- Overtime is compensated in accordance with FLSA regulations, ensuring that employees receive appropriate pay for hours worked beyond the standard workweek.

#### **3. Record Retention:**

- Timekeeping records are maintained for a minimum of three years, as required by federal law.
- These records are accessible for review by authorized personnel and may be subject to audit.

#### **4. Compliance with State Legislation:**

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- The district adheres to Michigan state laws regarding employee timekeeping and compensation, ensuring that all practices align with state-specific requirements.

**Resources:**

- **Time and Effort Requirements:** Guidance on documenting time and effort for federally funded positions is available from the Michigan Department of Education.

[State of Michigan | Michigan.gov](http://State of Michigan | Michigan.gov)

- **Reporting Hours for Service Credit:** The Michigan Public School Employees Retirement System provides guidelines on reporting hours for service credit, which may be relevant for certain staff.

[State of Michigan | Michigan.gov](http://State of Michigan | Michigan.gov)

By adhering to these procedures and utilizing the provided resources, Hillman Community Schools ensures that all staff timekeeping practices are accurate, compliant with applicable laws, and support the district's operational integrity.