Remote Work:
A situation in which an employee works mainly from home and communicates with the company by email and telephone

Non-exempt/Hourly Positions:
Positions that must be paid at least the federal minimum wage, paid overtime pay for any hours worked beyond 40 each week, earn an hourly wage, and are required to clock in/out

Exempt/Salaried Positions:
Positions that are excluded from minimum wage, overtime regulations and are paid a salary based on an annual amount

Clocking In/Out:
- If you are working remotely AND are a non-exempt/hourly employee, then you will need to clock in
  - Log into iVisions employee self-service @ https://ivisions.tusd1.org/ivisions/
  - Click here for step-by-step directions
- If you are working on site AND are a non-exempt/hourly employee, then you will need to clock in at the site
- If you are an exempt/salaried employee, then you will NOT need to clock in

Time and Effort Reporting:
- ALL employees who are working remotely have to complete a Time and Effort report for EVERY pay period. This report will be a summary of daily tasks completed for the current pay period.
  - Reports are due on the Wednesday of the ending pay period week
    - April 15, April 29, May 13, May 27, June 10, June 24
  - Click here to access the Time and Effort report

Who To Contact
- If you have any questions around your job duties, remote work, working during the closure, Leave, or Emergency Leave, please email HRAnswers@tusd1.org.
- If you have any questions about your benefits, or FMLA Leave, please email Benefits@tusd1.org.