April 2019 Newsletter

Reporting a Classified Employee’s Hours

Now that spring is beginning, it is time to get school lawns looking great again. Below are safety reminders to consider when operating riding and walk-behind mowers.

- Do not try to stabilize the mower by putting your foot on the ground.
- Provide guidance on this.
- Do not mow a slope that is too steep for the mower. Manufacturer instructions will vary.
- Follow the manufacturer’s instructions for mowing across, up, or down slopes and stay on the uphill side.
- Never mow a wet slope with a riding mower.
- Always wear hearing protection when operating the mowers. Hearing protection can be provided by the school district.
- Keep clear of coming into contact with hot engines.
- With a push mower, mow across slopes so that if you slip, your feet will not go under the mower (on the downhill slope), or so the mower will not roll back onto you (on an uphill slope).
- When crossing gravel, do not leave the blades spinning.
- Keep people out of the work area.
- Clear the work area of trash, debris, rocks, and other items that might be thrown by the mower.
- Wear safety glasses.
- Don’t remove a grass catcher or unclog a discharge chute with the motor running.
- Make sure guards, including drag shields and discharge deflectors, are in place.

Mowers are loud. Follow the manufacturer’s instructions for mowing across, up, or down slopes and stay on the uphill side. Never mow a wet slope with a riding mower. Always wear hearing protection when operating the mowers. Hearing protection can be provided by the school district. Keep clear of coming into contact with hot engines. With a push mower, mow across slopes so that if you slip, your feet will not go under the mower (on the downhill slope), or so the mower will not roll back onto you (on an uphill slope). When crossing gravel, do not leave the blades spinning. Keep people out of the work area. Clear the work area of trash, debris, rocks, and other items that might be thrown by the mower. Wear safety glasses. Don’t remove a grass catcher or unclog a discharge chute with the motor running. Make sure guards, including drag shields and discharge deflectors, are in place.

When to report:

- School employees are to report to the Corporation the hours worked in excess of 40 per week.
- School employees are to report to the Corporation the hours worked in excess of 8 per day.
- School employees are to report to the Corporation the hours worked in excess of 12 per week.
- School employees are to report to the Corporation the hours worked in excess of 6 per day.
- School employees are to report to the Corporation the hours worked in excess of 4 per month.
- School employees are to report to the Corporation the hours worked in excess of 1 per week.
- School employees are to report to the Corporation the hours worked in excess of 1 per day.
- School employees are to report to the Corporation the hours worked in excess of 1 per month.
- School employees are to report to the Corporation the hours worked in excess of 1 per year.
- School employees are to report to the Corporation the hours worked in excess of 1 per quarter.
- School employees are to report to the Corporation the hours worked in excess of 1 per semester.
- School employees are to report to the Corporation the hours worked in excess of 1 per academic year.
- School employees are to report to the Corporation the hours worked in excess of 1 per summer recess.
- School employees are to report to the Corporation the hours worked in excess of 1 per fiscal year.
- School employees are to report to the Corporation the hours worked in excess of 1 per calendar year.
- School employees are to report to the Corporation the hours worked in excess of 1 per tax year.
- School employees are to report to the Corporation the hours worked in excess of 1 per pay period.
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