**Addendum #2**

**Date: January 22, 2018**

**Rockwood School District – RFP No. RFP1217FINTKS**

**District Employee Timekeeping System**

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. This Addendum consists of questions and Rockwood School District’s responses.

1. Is there a substitute management system that the District would like the time and attendance system to communicate with? It is not required but the District is always looking for ways to improve our processes. We currently use Aesop for our sub system.

2. Is the number of 1850 and 180 employees clocking today inclusive of substitutes using the system to record their times? Is this the number of employees the District wants the respondents to use for the proposal? Currently substitutes do not use Kronos and there is no intention for substitutes to use Kronos. Their pay is generated from Aesop. However, if a solution is available with Aesop the District is interested in whether that would benefit the District’s process and would discuss user licenses at that time.

3. Is the number of 46 timekeeping clocks today, the number the respondent should use for this RFP bid? Yes, the District will start with 46 timekeeping clocks, however the proposer should include the cost for additional clocks that may be added throughout the term of the contract.

4. How is time-off requested today? How does time-off requests fit into the landscape of the new time and attendance system. Either in paper or coordinating with their supervisor. The District would be interested in reviewing a solution related to time off requests.

5. Is Business Plus the system of record for leave balances? If so, is it expected to remain the system of record? No, our current time keeping system is the record for leave balances.

6. Is it desired for the new time and attendance system to be the system of record for leave balances as well as leave requests? Yes, on the balances, consideration on the leave requests.

7. Is there a preference from the District for the system to be cloud hosted via vendor or on-premise hosted via the District? The District is interested in the best solution. Is the District open to vendor-hosted SaaS? Yes

8. What type of badge does the District utilize today for employee clocking, access control, etc.? Please provide specifics of the badge. The District prefers to use Biometric clocks; however certain locations require a card swipe. In this case, the district provides a bar code badge to each employee.

9. Does the district desire to utilize the existing badges for the new time clock system? Yes

10. Are there any employees who have multiple positions with multiple pay rates, which result in a blended or weighted overtime calculation? Yes

11. Are there any 9 or 10 month hourly employees that are treated as salaried with their pay spread over 12 months? No

12. If question 11 is applicable, is the District only sending exceptions of their “contract” to BusinessPlus? n/a

13. How is compensatory time utilized versus overtime? Is it the employee’s choice which applies or is there a specific District regulation surrounding this? Yes, there is specific guidance regarding this, see below:

From the Support Staff Handbook:

**Compensatory time:** In advance of hours worked, the employee, in agreement with the supervisor, may decide to take compensatory time rather than overtime for the hours worked in excess of 40 in a workweek. Compensatory or comp time is given at 1.5 times the hours worked. The work completed must be documented by the employee and presented to the supervisor. Comp time should be utilized as soon after earned as possible.

Requests to take comp time off should be made to the supervisor and should not be taken in such a manner as to unduly disrupt the operation of the District. Employees will be required to utilize any accrued comp time within ninety (90) days following the close of the fiscal year (by September 30). Any comp time that has not been used by that date, will then be paid as wages to the employee on a subsequent paycheck.

Employees who leave the District and have documented records of comp time worked, will be paid for accumulated comp time initialed and approved by the supervisor on a comp log in advance of the fact.

Employees who earn overtime in a workweek will not be permitted to take comp time in the same work week

\*Most employee groups are automatically placed on compensatory time accruals instead of overtime in our current time clock system with the exception of maintenance/custodial and transportation employees. Employees have the option to request from their supervisor to be paid overtime rather than comp time.

14. The District has requested multiple time clock options. Is there a specific time clock model such as RFID Proximity Card Swipe or Biometric Finger Recognition that the District wishes the proposal to contain, and then other clock prices listed as options? We have no preference to the clock as long as it meets the needs of the District.

15. Are there any other systems in the District’s technology landscape that the proposed time and attendance system should consider for integration purposes beyond Business Plus? Common systems of interest include transportation routing, substitute management, access control, etc. Only other integration would be our sub system, Aesop, however there is no intention to move subs to Kronos but the District would be interested in looking at a solution related to Aesop and make any consideration after reviewing the benefits of the integration.

16. Can the District please expand upon the desire to utilize the time clocks for access control? Majority of our clocks have biometric capability to validate the employees clocking in. Our intention is to keep that option at our clocks. However, if there is another solution available the District would be interested in evaluating that solution.

17. What clocking locations have been identified by the District to require access control? All but 2 at the facilities offices and 1 at the transportation office.

18. Is there exempt staff who need the ability to report hours for additional duties or grant purposes? Are these employees included in the employee amounts provided? The District does have exempt staff that are paid hourly for extra duties or Community Education programs. Currently they use paper time sheets and are paid on the semi-monthly payrolls. If there is a solution to address this situation in which employees paid on a semi-monthly basis can utilize a timekeeping system to record those hours the District would be interested in reviewing that. The number of employees provided does not include exempt staff and we currently do not have a firm number to provide.

19. What is the name of the current timekeeping system in place? Kronos