

TIMESHEET - ABSENCE REPORTING PROCEDURES ALL STAFF

CERTIFICATED STAFF

1. Certificated staff are expected to work each contracted day; therefore, only negative attendance is taken.
2. If a certificated staff member is absent for any reason, the certificated staff member (teacher, coach, etc.) is expected to call into Absence Management (Aesop) to report the absence. This is true even if the employee does not need a substitute.
3. Upon return, the employee must fill out an absence slip and turn it in to the principal or supervisor.
4. If the employee has been out for more than 3 days, a doctor's note should be attached to the slip.
5. If the employee is returning to work from a leave for surgery, injury or workers' compensation, a Doctor's note of clearance to return to work must accompany the absence slip and be submitted to the Personnel Department before returning to work.
6. At the end of the month, the employee verifies and signs the time-sheet.

CLASSIFIED STAFF

1. All classified staff are expected to clock in and out in the school office or at another location as specified by the principal or supervisor.
2. Clocking in and out is to be done daily.
3. The employee is to fill in the timesheet completely and accurately and report only the actual hours worked.
4. Employees are to work only their assigned hours (shift).
 - a. Employees are paid to work specific times, often with specific duties and locations.
 - b. Employees are expected to be at their work/duty station when their work begins.
 - c. Example: If your assigned shift is from 9:00 to 12:00, and you arrive early and sign in at 8:45 you must still work until 12:00. You are not authorized to leave early at 11:45. You will be paid only for your actual shift work.
5. Overtime is not allowed without prior approval from the site principal. Employees may not take it upon themselves to work overtime.
6. At the end of the month the employee verifies and signs the timesheet. The timesheet is given to the site secretary.

CONFIDENTIAL/MANAGEMENT STAFF

1. Confidential and management staff are expected to work their contracted/calendar days; therefore only negative attendance is taken (only the reporting of absences).

2. Site principals and department managers must email or text the superintendent regarding any absence or when they will be "offsite." Site principals must also notify their "buddy" principal.
3. Confidential staff must notify their supervisor.
4. Upon return from an absence the employee must fill out an absence slip and turn it in to their supervisor.
5. If the employee is returning to work from a leave for surgery, injury or workers' compensation, a doctor's note of clearance to return to work must accompany the absence slip and be submitted to the Personnel Department before returning to work.

OVERTIME/EXTRA DUTY TIME – ALL PERSONNEL

1. Overtime and/or extra duty assignments must pre-approved by the site principal or program/department administrator.
2. For certificated employees on assignments such as coaching or student body activities, which receive pay, a Supplemental Services Contract must be used.
3. For classified and certificated employees working overtime and/or extra duty, the Overtime Time Sheet must be used. This sheet is kept in the school site office.
4. All overtime and extra duty work must be pre-approved by the site principal or program/department administrator.
5. Each period of overtime or extra duty must be individually entered and pre-approved.
6. Forms are due on the last day of the month.

SUBSTITUTES

1. All substitutes, classified and certificated, are to clock in and out daily at each school site office.
2. Clocking in and out is to be done daily. This includes long-term substitutes.
3. For each day for which a substitute works, the substitute must indicate on the time sheet the name of the person for whom he/she has substituted in Absence Management (Aesop).

SITE SECRETARY RESPONSIBILITIES

1. The regular Timesheet Summary should be filled in daily by the school secretary. An X should be marked for each teacher present for the day.
2. If an employee is absent, a form must be filled out the day the employee returns to work from the absence stating the date and reason for the absence. The form is then turned into the school secretary which is then turned in weekly to the Business Department.
3. **Prior** approval for personal necessity leave, except in an emergency, is required. When the secretary receives the absence slip for the absence, the absence summary sheet is filled in using the correct absence code, for example, if the teacher was sick the box is marked with an "S", if personal necessity – PN, etc. The codes are listed at the bottom of the summary sheet. If the teacher is out a partial day, for example, the teacher worked 3 hours and was sick the rest of the day, then it is marked like this: 3/S (in the box) meaning 3 hours worked, the rest out sick.

- a. Site secretaries are responsible for tracking sick leave, personal necessity leave and vacation time.
 - b. The secretary is responsible for notifying the Personnel Department when a person is out for more than three days except for approved vacation or Board approved leave.
4. Substitute employees clock in and out daily.
5. Weekly the school secretary compares absence slips to the timesheet and Substitute Sign-in Sheet to make sure that all three documents match.
6. After review and verification, the secretary gives the timesheet to the principal or supervisor for review and signature.
7. Timesheets are then turned into the District Office no later than the 15th of the month for regular payroll and the last day of the month for supplemental payroll. One copy is sent to the Personnel Department and a second copy to payroll. It is recommended that the site retain a copy.