



Regulation of the Chancellor

Number: **C-604**

Subject: **TIMEKEEPING**

Category: **PEDAGOGICAL PERSONNEL**

Issued: **September 13, 2000**

SUMMARY OF CHANGES

This regulation supersedes and replaces C-604 – dated 07/10/86.

The regulation prescribes the manner of recording hours of service performed by pedagogical staff of a school, community school district or Board of Education offices.

There are no changes in this regulation.



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1. Applicability of Regulation

Without exception, each member of the pedagogical staff of a school, Board of Education headquarters or district office must follow the procedure established for the recording of the time of arrival and of departure each day as well as every absence from the premises during the day, indicating the duration and reason for any such absence. This includes the principal or office head.

2. Time Records

To ensure the accuracy of payroll and service reporting, it is the responsibility of each principal or office supervisor to provide for recording the actual time served by each employee and for preserving such records of time served in the school, office or unit. Such records must be retained and kept available for inspection by superior officers, auditors and inspectors for a minimum of six years except for pedagogical managerial employees whose timekeeping records must be kept for a minimum of ten (10) years after payment of the final entitlement in accordance with Chancellor's Regulation C-605. Care must be exercised to ensure that time records are kept in a secure file or vault and that unauthorized personnel are not permitted to remove or alter the contents.

- a. In general, any school or office must provide a method for recording the actual time served by each employee. In addition to the timeclock or timebook, each school must provide a Visitors' Book. The Visitors' Book is to be used to record the date of visit and signature of officials and staff members who are not required to use the timeclock or timebook including school board and community school board members, superintendents, supervisors, inspectors, auditors and so on.
- b. Pedagogical managerial employees in Board of Education headquarters and district offices must use a daily timesheet or a timecard.
- c. Personnel on a split assignment must be provided with a method for recording time at each location. Thus, a teacher assigned to one school Mondays, Wednesdays and Fridays but to another school on Tuesdays and Thursdays, must record time in each school. Similarly, a teacher assigned to the main building in the morning and to an annex in the afternoon would use a separate time record in each building if the annex was actually separately located.
- d. Itinerant personnel such as teachers of speech improvement who travel to various sites as a normal part of their duties must be provided with a method to record time. This method should provide for recording the designation of the site visited, time of arrival, time of departure, and attestation by a responsible supervisor at the site that the itinerant teacher did report and serve as indicated on the record.
 - When the itinerant employee is required to report to a site on a regular basis, the host site is to provide a permanent method for recording of time in addition to the method used by itinerant employees. The time record will remain at the work site to provide an independent record which may be used as necessary to substantiate the itinerant record.

- When the itinerant employee does not report regularly to a given site, the time of entry and departure will be entered in the Visitors' Book at the work site.

At appropriate, regular intervals, the itinerant employee is to be directed to submit the itinerant time record to the payroll secretary responsible for preparing the service report on which the name of the itinerant pedagogue appears.

Note: The supervisor of an itinerant employee should take care to inform the employee of the time and place where service commences. If the employee reports first to the home office or unit, the time for reporting at the home office is the time for commencing service. If the employee reports directly to a remote site, the time for reporting at the remote site is the time for commencing service. Similarly, if the employee departs directly from a remote site, service ends at the time of departure. If the employee must report back to the home office, service ends at the time of departure from the home office. Itinerant schedules must be planned so as to minimize unproductive travel time.

- e. Regardless of the type of time record required, it is the responsibility of each employee to ensure that the record is accurate. Accuracy is attested to by the signature which is required on each time record, generally at the end of the month or close of a pay period. For this reason no person is authorized to sign for or record the time of any other employee. Submission of inaccurate or incomplete time records may be construed as fraud and lead to the most serious of consequences.

3. Timekeepers

Each principal or office head is responsible for designating an official timekeeper to take charge of all time records. To the greatest extent possible, the method for recording time is to be in full view of the timekeeper so that time records may not be tampered with unobserved. Because timekeeping is so intimately related to the preparation of service reports and payrolls, the timekeeper is usually the same person who serves as payroll secretary. The timekeeper must review the time record daily for accuracy and completeness. Any discrepancy must be brought to the attention of the principal or responsible supervisor no later than the day of occurrence. To direct the attention of the reviewing supervisor to absence or lateness, time records shall be annotated in red. Lateness or absence for any part of a day shall be circled in red. When an employee is absent all day, the absence and its cause shall be entered in red. Corrections or the entry of data originally omitted shall be entered by hand in red and initialed by the supervisor who authorizes the entry.

4. Sick Leave Records

The accrual of sick leave (the cumulative absence reserve or C.A.R.) and the use of sick leave must be recorded. The same record is also used to record absence and leave for other reasons. It is essential that this record be retained until it is transferred to another school or unit payroll secretary upon an employee's change of assignment. Even when the

employee ceases working, this record must be preserved as it will establish the C.A.R. should the employee resume employment as a regular appointee or regular substitute at some future date.

5. Vacation and Annual Leave Periods

- a. No special record is required of the vacation of pedagogical staff who are entitled to a school vacation schedule. In such cases, the vacation is established by the official calendar of the Board of Education.
- b. Since pedagogical staff on a headquarters vacation schedule or a school based 12 month work year do not receive the standard school vacation but accrue vacation days and use such annual leave at various times throughout the year, a record of each individual's annual leave including principals must be maintained. Since sick leave of pedagogical staff is recorded on the school record of teacher's absence there is no need to post sick leave on the record used for annual leave or vacation.
- c. The regulations governing annual leave of those on a headquarters vacation schedule contemplate the use of annual leave during the year in which it accrues and limit the degree, if any, to which unused annual leave may be carried over from year to year. For school-based 12 month supervisors, annual leave must be utilized within the school year in which it is earned and does not carry over from one school year to the next nor do school based supervisors receive payment for unused annual leave.
- d. To prevent inadvertent carry over and/or forfeiture of unused annual leave (for non-school based staff), timekeepers should inform employees concerned of their annual leave balance and, in any event, each September shall furnish a statement of the annual leave balance credited as of the close of business on August 31 of the previous work year.

6. Recording Other Absences and Leaves

The school record of a teacher's absence should also be used to record sabbatical leaves, leaves of absence without pay, terminal leaves and termination pay so that it represents a complete record of all exceptions to actual and personal service during the period covered. Since terminal leave reduces the sick bank, an entry for "Terminal Lv" must also show a deduction from the sick bank with a two-for-one deduction; for similar reasons "Termination Pay" with a two-for-one deduction from the sick bank is also recorded.

7. Inquiries

Inquiries concerning this regulation should be directed to:

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