

PLAN TO ELIMINATE USE OF THE TIME CLOCKS

In accordance with Chancellor's directives outlined in Special Circular #8, these procedures will apply only to full time pedagogical staff assigned to P.S. 161. All other personnel will continue to use the existing procedures including daily clocking in and clocking out.

I A.M. ARRIVAL

- 1.1 Each teacher will personally move his/her attendance card from the out slot to the in slot upon A.M. arrival each day.
- 1.2 Staff members who are going to be absent will continue to call the office by 7:00 a.m.
- 1.3 Cards of absent teachers will be collected and marked accordingly (A for absent next to appropriate day) by the school secretary or designee.
- 1.4 At 8:31 or 8:41 (depending on individual teacher's schedule) Ms. Soto will collect cards of all personnel who have not arrived and place a red "L" (late) in the appropriate box on the attendance cards.
- 1.5 At 8:41 a.m. Ms. Soto will advise Principal, Assistant Principal, and Special Education Supervisor of absences, late or delays of teaching personnel, substitute teacher's name.

II LATE ARRIVAL

- 2.1 Personnel who arrive late must clock in. At 8:31 or 8:41 (depending on individual teacher's schedule) Ms. Soto will place a red "L" in the appropriate box on the attendance card.
- 2.2 Staff members who are late three (3) times within a month, not including snow days and extraordinary transportation delays, will be required to meet with Principal to discuss the matter. An outcome of such meeting may result in a return to use of time clock. District policy mandates that lateness in excess of 26 times will result in a "U" rating.
- 2.3 School secretary will maintain record of lateness in accordance with SOP.

III LEAVING SCHOOL DURING SCHOOL DAY

- 3.1 Any staff member who leaves school before end of day (i.e. to attend a meeting) will sign out in the Staff Sign Out Book and will indicate the time and destination; upon return to school, the staff member is expected to sign in.
- 3.2 Staff members going out for lunch will not need to sign out in the Staff Sign Out Book.

IV END OF DAY

- 4.1 At the end of the day, each staff members will move his/her time card from the in slot to the out slot.
- 4.2 Staff participating in After School Program will maintain individual time cards/time sheets which will be verified by secretary and principal in the After School Program.
- 4.3 Under no circumstances is any member of the staff to move someone else's card or leave before scheduled time without permission from the Principal.