



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL

Number: **C-604**

Subject: TIMEKEEPING

Page: 2 of 5

Issued: 09/13/00

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