

TIME AND ATTENDANCE HISTORY

Non-exempt classified employees of the District are responsible for accurately completing their time cards on a daily basis. Upon completion of each pay period, non-exempt and exempt employees shall review and verify that their time card or attendance history is correct.

Guidelines

Time Cards

1. All time worked shall be logged through the electronic timekeeping system.
2. Each classified employee shall approve his/her time daily at the completion of each shift signifying that he/she has reviewed and verified that the record is correct.
3. Supervisors shall approve the employee's approved time signifying that he/she has reviewed and approved it for payment.

Non-Exempt Employees

1. Employees shall individually clock in at the beginning of their work time and clock out at the conclusion of their work time.
2. Full-time employees shall submit all leave requests through the electronic timekeeping system.
3. Additional comments shall be included when clarification is required.

Exempt Classified Employees

1. Each day worked shall be logged through the electronic timekeeping system via a punch-in each morning.
2. All leave requests shall be submitted through the electronic timekeeping system.

Certified Non-Admin Employees

All absences shall be recorded through the electronic substitute tracking system, even if a substitute is not required.

Certified Administrators

Shall submit an Attendance History Record at the conclusion of each month that accurately records the following:

- a. Sick Leave;
- b. Vacation;
- c. Personal Leave;
- d. Jury Duty;
- e. Bereavement Leave;
- f. School Business;
- g. Professional Development; and
- h. Leave without Pay.

Disciplinary Action

The following unacceptable conduct may result in disciplinary action up to and including termination of employment:

1. Failure of an employee to accurately log his/her time.
2. Punching in or out for another employee.
3. Using the time clock mobile app to clock in or out outside of approved locations.
4. Failure of a Certified Administrator to submit an accurate Attendance History.
5. Any other action deemed unethical or unacceptable.

Adopted 03-13-2013 Reviewed _____ Revised 07-12-2017

Cross Reference: Sick Leave #5400
Bereavement Leave #5402
Personal Leave #5404
Family Medical Leave #5410
Jury Duty #5412
Leave Without Pay #5425
Military Leave #5427
Full-Time Sick Leave Bank #5429
Substitutes for Instructional Staff #5700