

## **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