

## Business and Operations

### REGULAR WORK SCHEDULE REPORT (TIME CARDS)

SR 3401.04

**Purpose:**To track monthly and justify hours worked by persons employed by the County Office as regular employees.

To ensure that regular employees are required to do excess work only occasionally and then with prior authorization.

**Timeline:**Regular time cards are due to the department or division by the third (3rd) work day following the end of the month, and to Business Services by the tenth (10th) of the month.

Department director approval is required prior to extra work being performed.

### PROCEDURE:

1. The County Office Classified Staff full-time work week consists of five (5) days of eight (8) hours per day and forty (40) hours per week.

Note: for specific details, refer to the *Negotiated Agreement between the Mendocino County Office of Education and the Mendocino County Federation of School Employees, AFT Local 4345, Article III, Hours of Employment.*

2. To report monthly hours worked, the following work schedule reports (time cards) are to be completed for regular employees:
  - o [Management](#) PINK
  - o [Classified](#) GREEN
  - o [Certificated](#) YELLOW
3. All employees must report actual days and hours worked (positive attendance) on the monthly time card. Please note any exceptions. (Example: worked 6 hours, took 2 hours PN would be indicated as W6, PN2)
4. If a substitute was employed, the substitute's name must be written on the time card for reconciliation with supplemental time cards.
5. The appropriate absence codes must be indicated. (Example: I, PN, OD, etc.) See legend at the bottom portion of the time card.
6. Social Security Number must be on the time card every time submitted.
7. Please send your time card to your supervisor for signature promptly by the third (3rd) workday following the end of the month.
8. The time card must be signed by the employee and department director.
9. All OVERTIME must have prior approval by the department director (*see Compensatory Time and Overtime regulation*) and must be reported on the time card.
10. Department secretary will verify time cards for accuracy, reconcile to an TOR's submitted, and initial all time cards for regular and management employees. Time cards are forwarded to the department supervisor for signature, then to Business Services by the tenth (10th) of the month.
11. All employee absences and leaves indicated on the time card will be posted by Business Services to the absence tracking system monthly.
12. If employee has exceeded all available leaves, vacation, sick leave or has not worked according to their contract, subsequent months pay checks will be

docked. An indication of the dock will be on the pay check stub the month of the dock.

13. All checks will be dated the last working day of the month with the following exceptions:
  - December Last day of school
  - June Last day of school (instructional staff only)
14. Employees may choose to receive pay through direct deposit. The following steps must be followed:
  - Employee completes the Automatic Payroll Deposit Authorization form.
  - Forward the form to Business Services Payroll by the 15th of the month.
  - Automatic deposit will go into effect the 2nd month after submission of the form.

## **MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:** 03/01/2003

**Date Revised:** 09/01/2003