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<p>Ref #: Personnel Policies 201, 202, 203, 206</p>	<p>Policy Council Approval Date: 06/21/2022</p>

COMPONENT: ADMINISTRATION

SUBJECT: EMPLOYEE SIGN-IN/SIGN-OUT; TIMESHEETS AND LEAVE REQUESTS; MILEAGE

PERFORMANCE OBJECTIVE: To ensure original time records are prepared and properly signed by a responsible supervisory official.

POLICY AND PROCEDURE:

The employee sign-in/sign-out log is used to maintain a record of employee attendance. All staff are required daily to sign-in and out on the employee sign-in/sign-out log upon arrival and departure of the center/classroom. Staff must have supervisor's approval to leave the job site for personal and/or business reasons during the operational day.

Ten month staff work hours are as follows **(unless otherwise specified):**

1. Regular Head Start range from 7:30 a.m. to 3:30 p.m. M-F.
2. Extended Care classrooms range from 6:30 a.m. to 4:30 p.m. M-F.

The "*Employee Sign-In/Sign-Out Log*" is to be turned in to the Head Start Central Office at the end of every pay period with the timesheets.

All staff are to complete a timesheet each pay period. Pay periods are bi-weekly. The workweek is Sunday-Saturday.

Leave is to be prior approved by the supervisor and a leave sheet must be completed. **Leave sheets and as applicable, supporting documentation** (Doctor's note, funeral notice, etc.) **must be submitted with timesheets.** Failure to submit these documents by the required dates may result in a delay of pay.

All flex time must be approved by Supervisor. All overtime must be received and approved in advance by Executive Director.

Agency vehicles are to be used by all staff, especially Managers/Coordinators, in lieu of charging the current state mileage rate using personal automobiles. Every effort must be made by all staff to schedule use of agency vehicles when making center visits, home visits, posting flyers etc. Center staff who are convening to travel to staff meetings and training sessions are expected to coordinate their travel with other center staff in the community and travel in a Head Start vehicle whenever possible.

In the event an agency vehicle is not available, staff may be reimbursed for travel related to work-related business. Staff must consult with their supervisor regarding work-related activities prior milage reimbursement.

Refer to HREC Personnel Policies for more information.