

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4151.2/4251.2

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED: 01/11/21

SUBJECT: Time Cards

Each regular employee shall maintain a daily employee time record. All time worked must be submitted on the appropriate time card forms, by the end of the month or by the 10th of the following month.

Late time card submissions are subject to employee discipline up to and including termination.

The supervising administrator shall be responsible for verification of this information.

The Business Office shall maintain a permanent record of:

1. Days Worked
2. Accumulated Sick Leave
3. Other Data Regarding Personnel Accounting