

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

ATTENDANCE REPORTING PROCEDURES
FOR ALL CONTRACTUAL, ADMINISTRATIVE, MANAGERIAL AND CONFIDENTIAL EMPLOYEES

These attendance reporting procedures have been designed to assist BOCES and the component school districts in maintaining accurate attendance records. These procedures apply to ALL BOCES EMPLOYEES.

A. GENERAL PROCEDURES

1. REPORTING TO THE SUBSTITUTE TEACHER REGISTRY

The Substitute Teacher Registry maintains all daily attendance records.

ALL absences from regular work assignments must be reported to the Substitute Teacher Registry PRIOR to the absence. Absences are defined as:

- | | | |
|---|-------------------------------------|-------------------------|
| ~ Association Business | ~ Emergency Personal Business Leave | ~ Religious Observance |
| ~ Bereavement Leave | ~ IEP/Parent Conference | ~ School Business |
| ~ Birth in Immediate Family | ~ Jury Duty | ~ Teaching Assistant |
| ~ Conferences or Workshops
(with expenses that are not part
of the regular work assignment) | ~ Leave Without Pay | Subbing for Teacher |
| ~ CSE Meeting | ~ Military Leave | ~ Vacation |
| | ~ Personal Business Leave | ~ Worker's Compensation |
| | ~ Personal or Family Illness | |

If the absence is for an extended period of time (longer than three days), the immediate BOCES administrator must also be notified.

2. CHANGE IN SCHEDULE

Staff with a temporary change in schedule or work location must notify the immediate BOCES administrator. Staff with a permanent change in schedule or work location must notify the immediate BOCES administrator and the Substitute Teacher Registry.

3. PRIOR ADMINISTRATIVE APPROVAL

Prior administrative approval is required for any absence other than personal illness or family illness. The Request for Approval of Absence or Request for Approval of Conferences, Meetings and Workshops and Expense Reimbursement form is used for this purpose. (See Section C)

4. DAILY ATTENDANCE VERIFICATION

It is each staff member's responsibility to sign-in and out at each building location to which he/she is assigned or to use the daily attendance verification that is in effect in the building.

5. LOCAL SCHOOL DISTRICT ASSIGNMENTS

Staff assigned to local school district buildings will follow the attendance reporting procedures established by the principal of the building as well as the BOCES procedures.

6. ITINERANT TEACHERS

- a. Itinerant teachers will notify both local district administrators at their assigned schools and the Substitute Teacher Registry of any absence.
- b. Changes in schedules must be reported to local district administrators, as well as the immediate BOCES administrator.
- c. For any absence other than personal or family illness, local district administrative approval will be obtained in writing on the Request for Approval of Absence form or the Request for Approval of Conferences, Meetings and Workshops and Expense Reimbursement form before submitting to the immediate BOCES administrator.

B. CONTACTING THE SUBSTITUTE TEACHER REGISTRY

1. Staff must report absences by phone according to prescribed instructions provided in Annual Staff Notifications packets and at the new staff intake:

ONLINE: <http://aesoponline.com>

TELEPHONE: Aesop Automated Calling System (24 hours a day/7 days a week):
1-800-942-3767

Teacher Registry Help Desk (5:45am - 4:00pm): 746-3375 or 581-3375

2. Reporting an absence:
- a. Staff must follow directions outlined in the Aesop Employee Instructions pamphlet.
 - b. Absences may be reported anytime during the current year for all future dates within that year.
 - 1) For staff assigned to instructional programs, absences must be reported no later than 6:30am on the date of the absence whether or not a substitute is required.
 - 2) For staff assigned to second and third shift, absences must be reported no later than 1.5 hours before the beginning of the shift on the date of the absence, to both the registry and the immediate supervisor whether or not a substitute is required.

If the Aesop System will not accept an absence reported late, staff must call the Help Desk and their immediate supervisor.

3. HALF-DAY SUBSTITUTES

Requests must be made at least 24 hours in advance unless it is an unplanned absence. (Half day substitutes are very difficult to locate.)

4. EXTENDED ABSENCES

One report can be made at the on-set of an extended absence to indicate the entire period of the absence (beginning and ending dates must be given). This helps to ensure continuity of the substitute.

5. OPEN POSITIONS

Administrators securing substitutes for open positions or reporting a staff member's extended absence must follow the procedures as outlined in Section B, paying specific attention to identifying beginning and ending dates.

C. ADMINISTRATIVE APPROVAL

The appropriate form(s), as identified below, must be completed for any absence other than personal illness or family illness. Forms must be submitted for approval to the immediate BOCES administrator PRIOR to the absence, as soon as the dates are known (refer to the Negotiated Agreement for timelines).

Itinerant staff must obtain local district administrator approval prior to submitting the form to the immediate BOCES administrator.

1. **REQUEST FOR APPROVAL OF ABSENCE FORM (see Attachment B) - Prior administrative approval required.**

To be used for:

- Personal Business Leave (including Emergency Personal Leave)
- Bereavement Leave
- Birth in Immediate Family
- Jury Duty (Summons must be attached)
- Religious Observance
- Association Business
- Military Leave
- Leave Without Pay
- IEP Days
- CSE Meetings

2. **REQUEST FOR APPROVAL OF CONFERENCES, MEETINGS AND WORKSHOPS AND EXPENSE REIMBURSEMENT (see Attachment C) - Prior administrative approval required. Submit to immediate supervisor at least two (2) weeks in advance.**

To be used for:

- Educational visits
- Conferences
- Workshops
- Special meetings, which require expense reimbursement
- School Business

REQUEST FOR APPROVAL OF ABSENCE

NAME: _____ DATE(S) OF ABSENCE: _____
 POSITION: _____ DATE: _____ FULL OR AM/PM _____ AESOP JOB NUMBER _____
 EMPLOYEE ID: _____ _____ _____ _____
 _____ _____ _____ _____
 _____ _____ _____ _____

REASON FOR REQUEST: (Indicate # of days in appropriate area)

____ **Vacation**

____ **Personal Business Leave-** intended for business matters that cannot be transacted outside school hours, or other extreme emergency. Is this an emergency Personal Day? _____ YES _____ NO

Personal business leave generally shall not be used to extend a vacation or recess period. When it is necessary to conduct business matters that cannot be transacted at another time, you must state the reason below under "other" in writing 24 hours in advance.

____ **Bereavement Leave**

Name: _____
 Relationship: _____

____ **Annual Review Prep (IEP Days)**

Location where staff member will be working:

____ **Annual Review (CSE) Meeting**

____ **Leave Without Pay-** (Requires 30 days prior written request)
 (Explain reason below- "Other")

____ **Other** (Please Specify): _____

____ ASSOCIATION DAY	
SABEA _____	WILL pay substitute cost.
BOCES _____	WILL pay substitute cost.
Approved by:	
Association President _____	Date _____
District Superintendent _____	Date _____

PLEASE NOTE:

- ALL ABSENCES must also be reported to the Substitute Teacher Registry prior to the absence.
- Itinerants require local district administrator signature.
- Signature below indicates that request complies with contractual definitions and/or timelines.

SIGNATURES:

Staff Member: _____ Date: _____

APPROVED BY:

Administrator: _____ Date: _____

Director: _____ Date: _____

Deputy District Superintendent: _____ Date: _____

District Superintendent: _____ Date: _____

Director of Human Resource Services: _____ Date: _____

FOR HRS USE: BOARD AGENDA: YES _____ NO _____ PROPOSED BOARD DATE: _____

COPIES: PERSONNEL FILE - ATTENDANCE * SUPERVISOR * EMPLOYEE

**REQUEST FOR APPROVAL OF CONFERENCES, MEETINGS & WORKSHOPS
 AND EXPENSE REIMBURSEMENT**

Name: _____ Date (s) of Absence: _____
 Bldg. Address: _____
 Division: _____ Program: _____

Please provide the information requested.
 Submit the completed form to your immediate supervisor two (2) weeks in advance.

TYPE OF REQUEST (Please check one) (Definitions on reverse) Conference: _____ Workshop: _____ Meeting: _____ Other: _____	PURPOSE OF REQUEST (check one – most appropriate) (Definitions on reverse) Learning Standards: _____ (circle appropriate standard) *ELA MST H, PE, HE Arts LOTE CDOS SS <p align="center">OR</p> Instructional Strategies: _____ Organizational Development: _____ Instructional Technology: _____ Job Training: _____ Student Behavior Management: _____ Other (please specify): _____
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* ELA = English Language Arts MST= Mathematics, Science & Technology CDOS = Career Development & Occupational Studies
 H, PE, HE = Health, Physical Education & Home Economics LOTE = Languages Other Than English SS = Social Studies

Event/Conference Title: _____
 Event/Conference Location: _____
 Amount of time in hours: _____ (start and end of event/conference)

PLEASE ATTACH A COPY OF THE ANNOUNCEMENT OF THE EVENT AND/OR REGISTRATION FORM

Staff Member's Signature _____ Date _____ Will a substitute be required? Yes ___ No ___
 Internal Meeting/Workshop
 Immediate Supervisor's Signature _____ Date _____
 Director's Signature _____ Date _____ Deputy District Superintendent's Signature _____ Date _____

Estimated Expense for Conference, Meetings & Workshops

Registration: \$ _____ (Requisition # _____)	Transportation: \$ _____ (Requisition # _____)
Lodging: \$ _____ (Requisition # _____)	Miscellaneous: \$ _____ (Requisition # _____)
Meals: \$ _____ (Requisition # _____)	TOTAL COST: \$ _____

Supervisor Use Only: Amount approved for reimbursement: \$ _____ Budget Code(s): _____

FOR BUSINESS OFFICE USE ONLY

Expenses Reimbursed: Yes ___ No ___ Salary to be paid: Yes ___ No ___

Approved by: _____ Date: _____
 Deputy District Superintendent

DEFINITIONS

PURPOSE

Learning Standards: activities relating to learning including curriculum, academic content areas, graduation requirements, school-to-work, and school report card.

Instructional Strategies: activities relating to teaching and learning, the theory and practice of teaching including assessment, interdisciplinary teaching, least restrictive environment, parent training for special education and special education area and students at risk.

Instructional Technology: activities relating to all aspects of integration of technology into curriculum and instruction.

Organizational Development: activities relating to planning, data analysis, CDEP, goal setting, leadership, school climate and shared-decision making.

Job Training: activities that focus on improving the skills needed by an employee to perform a job, including training that leads to professional licensing and non-instructional certification. (e.g. A+ certification; Microsoft Engineer License; etc.)

Student Behavior Management: activities relating to the monitoring and management of student behavior, including theory and practice of disciplinary models (e.g. CPI Training; Reality Therapy; Responsive Classroom; Discipline with Dignity)

TYPE OF REQUEST

Conference: multi-day activity, usually for an exchange of opinions and discussion on multiple topics.

Workshop: one or two day activity focused on a single topic.

Meeting: one day or part day activity with other people for a definite purpose.