

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<br>(with expenses that are not part<br>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 of school hours, or other extreme emergency. Requests shall be submitted to immediate supervisor, in writing, at least 24 hours prior to date requested. 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): \_\_\_\_\_

<input type="checkbox"/>	<b>ASSOCIATION DAY</b>
SABEA <input type="checkbox"/>	WILL pay substitute cost.
BOCES <input type="checkbox"/>	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:**

APPROVED BY: Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_  
 Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorizing Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director of Human Resource Services: \_\_\_\_\_ Date: \_\_\_\_\_

FOR HRS USE: BOARD AGENDA: YES  NO  PROPOSED BOARD DATE: \_\_\_\_\_  
 COPIES: PERSONNEL FILE - ATTENDANCE • EMPLOYEE •



**REQUEST FOR APPROVAL OF CONFERENCES, MEETINGS & WORKSHOPS  
 AND EXPENSE REIMBURSEMENT** AESOP #: \_\_\_\_\_

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** Choose the most appropriate Learning Standard below:

Learning Standard   
 (Definitions below\*)

**OR**

Instructional Strategies: \_\_\_\_\_ Organizational Development: \_\_\_\_\_  
 Instructional Technology: \_\_\_\_\_ Job Training: \_\_\_\_\_  
 Student Behavior Management: \_\_\_\_\_ Other (please specify): \_\_\_\_\_  
 (Definitions on reverse)

\* ELA = English Language Arts      MST= Mathematics, Science & Technology      CDOS = Career Development & Occupational Studies  
 H, PE, HE = Health, Physical Education & Home Economics      ARTS      LOTE = Languages Other Than English      SS = Social Studies

Event/Conference Title: \_\_\_\_\_  
 Event/Conference Location: \_\_\_\_\_  
 Amount of time in hours/day: \_\_\_\_\_ Start date of event/conference: \_\_\_\_\_ End date: \_\_\_\_\_

**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.