

Area: Management Systems

Subject: MS10 – Reporting Systems – Sign In Central Office Sites

Reference: 1304.51 (g)

Policy: All division staff are required to follow the ‘Sign-In and Out’ procedures at their primary work location.

Procedure:

1. The Sign In/Out Sheet located at the Receptionist desk is used to provide specific information on the location of all staff.
2. Upon arriving to the office at the beginning of the regular workday, staff will complete the ‘Check in Time’ next to their name on the Sign In/Out Sheet.
3. Upon leaving the office/work area during the regular workday, staff will complete the ‘Departure Time’, ‘Destination’, and ‘Estimated Return Time’ next to their name on the Sign In/Out Sheet. Note: This information is used to facilitate the location of staff to the Receptionist and staff members.
 - a. For lunch and break periods, staff will note that they are at “Lunch” or “Break” as the ‘Destination’ next to their name on the Sign In/Out Sheet
 - b. Other situations for when a staff person is leaving the office/work area for a substantial amount of time, include, but are not limited to: participating in a meeting, completing work at a location other than their assigned workstation or going to another department (i.e. H St – Human Resources)
 - c. If there is any significant change in what was written on the Sign In/Out Sheet, staff will call the Receptionist to notify of the changes. The Receptionist will update the Sign In/Out Sheet to reflect accurate information. Notation will include revised ‘Destination’ and ‘Estimated Return Time’ as applicable.
4. Upon returning to the office during the regular workday, staff will complete the ‘Actual Return Time’ next to their name on the Sign In/Out Sheet.
5. Upon leaving the office at the end of the day, when a staff person knows, at the time of check out, that their next work day will begin at their primary work location on the following business day, staff will complete the ‘Check out Time’ next to their name on the Sign In/Out Sheet.
6. Upon leaving the office at the end of the day, when a staff person knows, at the time of check out, that their next work day will begin at an alternate location, staff will complete the ‘Check out Time’ next to their name on the Sign In/Out Sheet and will write on the next business day’s Sign/In Out Sheet their ‘Departure Time’, ‘Destination’, and ‘Estimated Return Time’. Upon arriving at their primary work location, staff will complete the ‘Actual Return Time’ next to their name on the Sign In/Out Sheet.
7. Upon leaving the office at the end of the day, when a staff person knows, at the time of check out, that they have a planned absence (i.e., vacation, non work day, personal necessity etc.) on the next business day, staff will complete the ‘Check out Time’ next to their name on the Sign In/Out Sheet and in addition, staff will write the type of planned absence in the ‘Check In Time’ on the next business day’s Sign In/Out Sheet next to their name.

8. The Attendance Keeper writes on the Sign In/Out Sheet, unplanned absences reported by staff on the SCOE Absence Call Line. This information is noted according to the messages that are retrieved by the Attendance Keeper on a daily basis.
9. When staff will be located at an alternate location within the CFS Division (H St staff at DeArmond or DeArmond staff working in the CFS area at H St), staff will record their name, the arrival time and the work/meeting location on the Sign In/Out Sheet. Upon departure, the employee will complete the "Check Out Time next to their name on the Sign In/Out Sheet.

Supervised by: Employee's Direct Supervisor

Performed by: Central office staff

Forms needed: Sign In/Out Sheet

Frequency: Daily