

Area: Management Systems

Subject: MS11 – Reporting Systems – Sign In Centers

Reference: 1304.51 (g)

Policy: All division staff are required to follow the sign in and out procedures at their primary work location.

Procedure:

Center Staff (Direct Operated Program)

Staff will document their daily schedule on the ‘Sign-In and Out Sheet’ located at a central location at each Center’s office as follows:

1. Each morning the check-in time must be filled out next to the employee’s name on the ‘Sign-In Sheet’ upon arrival to the Center or via phone call to center staff if work begins out in the field.
2. If any staff leave or change locations during the day staff are to write the destination and provide the estimated return time.
3. Upon returning to the center staff are to write in their actual return time.
4. Upon final departure each day from the Center, staff are to write down the time they left.

Supervised by: Site Supervisor

Performed by: Center Staff (Direct Operated Programs)

Forms needed: Sign In and Out Sheet

Frequency: Daily