

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4151.2

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Time Cards

Each regular employee shall maintain a daily employee time record and file it with the Business Office at the end of each month.

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

The Business Office shall maintain a permanent record of:

Days Worked

Accumulated Sick Leave

Other Data Regarding Personnel Accounting