



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY

NO. 01 PDM ISSUE 1

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EFFECTIVE: 08-27-13

SUBJECT:

9 MONTH CONTRACT STAFF SCHEDULED TO WORK DURING OFF TRACK PERIODS

APPROVED: 11-22-13

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PURPOSE

To ensure that the Preschool Services Department (PSD) is compliant with the County of San Bernardino requirements. To establish an agency wide process of identifying 9 month contract staff to work during scheduled off track periods and to notify Human Services (HS) Personnel to ensure accurate payroll processing.

POLICY

PSD tracks all 9 month employees that are off track and have been scheduled to work during the off track period.

REFERENCE

Head Start Performance Standards 1304.51(g). "Record-keeping systems. Grantee and delegate agencies must establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information."

PROCEDURE

PSD will provide timely and accurate schedules for all contract staff to HS Personnel by providing program calendars at the beginning of each year. PSD will update HS Personnel as calendar changes occur and provide a list of staff that will be working prior to each scheduled off track period.

All Site staff will:

- Submit work availability form at least 1 month prior to a scheduled off track period.

Program Supervisors and Site Supervisors will:

- Submit a list of 9 month contract staff scheduled to work while their assigned site is scheduled off track to their program manager via email at least 2 pay periods prior to off track period.

Program Managers overseeing all program components will:

- Submit site calendars to PSD Human Resources (HR) Unit prior to the start of each program year.
- Updated calendars will be provided to PSD HR Unit as changes occur.

- Submit final compiled list of 9 month staff scheduled to work to PSD's HR Unit at least one pay period prior to all off track periods.

The list:

- Shall include all 9 month contract staff scheduled to work in 175 day classes and/or 240 day classes.
- Is applicable to site staff including program generalists and other support staff.

PSD HR Unit will:

- Submit final list of 9 month staff that are working to HS Personnel at least one pay period prior to scheduled off track period.