



Carroll County Schools
Expectations of Classified Staff During School Closures
March 26, 2020

The purpose of this document is to provide guidance on completing the time sheet during school closure due to the Coronavirus pandemic. First and foremost, it is imperative that you know the health and well-being of our employees and our students is paramount. The provisions we have put in place, as outlined below, were made with that in mind.

TimeSheet Information for March 16 through April 12

- Using the time categories below, all classified / non-exempt employees will complete the paper timesheet and submit it to their immediate Supervisor on **Monday, April 13**. Supervisor or designee may complete timesheets on behalf of the employee by phone or email (please initial timesheet in the space provided).
- In/Out times are not required. Record the number of hours for each category in the applicable column on the corresponding day of week.
- Supervisors should submit collected timesheets to Amy L. Collins in the HR Department.

TimeSheet Information for April 13 through April 24

- Using the time categories below, all classified / non-exempt employees will complete the paper timesheet and submit it to their immediate Supervisor on **Monday, April 27**. Supervisor or designee may complete timesheets on behalf of the employee by phone or email (please initial timesheet in the space provided).
- In/Out times are not required. Record the number of hours for each category in the applicable column on the corresponding day of week.
- Supervisors should submit collected timesheets to Amy L. Collins in the HR Department.

Definition of Time Categories for Time Sheet:

- **Working Remote** - performing daily duties to best ability from an off-site location
- **Working On-Site** - performing daily duties on district property
- **Standby** - Available to be called to work remote or on-site, if needed
- **Sick** - Not available for working remote, on-site or standby due to sickness
- **COVID-19 Sick** - Not available for working remote, on-site or standby due to COVID-19
- **Vacation** - Not available for working remote, on-site or standby
- **Personal** - Not available for working remote, on-site or standby
- **Holiday/Break** - District is closed. No one is scheduled to work during this time.