

# SALINAS UNION HIGH SCHOOL DISTRICT



## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: BUSINESS SERVICES  
RE: BACK TO SCHOOL INFORMATION

The following are the annual "back to school" information letters. Please check to see that your site is in compliance. If you have any questions, feel free to call my office.

***Please copy memos and distribute to the staff members responsible for specific jobs. Post the Parking Lot Limits Of Liability letter in a prominent spot/spots on your campus.***

Also attached are copies of other frequently used forms for your information and use. These letters have been posted on the District's website and can be accessed during the year as needed.

# **SALINAS UNION HIGH SCHOOL DISTRICT**



## **BUSINESS SERVICES**

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: BELL SCHEDULES

Please submit to Sylvia Meza in Business Services, prior to September 7, 2011, a copy of your school's posted bell schedule for 2011-12. Be sure that the regular school day schedule shows the passing time for lunch and when the warning bell is rung at the end of the lunch period.

Our auditors require copies of these bell schedules annually as evidence that our District is meeting the longer day requirements. This is critical to ensure funding.

# SALINAS UNION HIGH SCHOOL DISTRICT



## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: BULK MAILING

Bulk Mail Permit 487 covers third-class mail as well as first-class presorted mail. It requires a minimum of 500 pieces. It has to be sorted by the five-digit zip code, and 50 or more pieces sorted by 939 - the first three digits. Anything outside the 939 must be mailed regular first-class. The pieces outside the 939 can go with the mail; however the cost is calculated at a higher rate. The current costs of first-class presort and non-profit standard mail can be found on the back of the bulk mail form that is provided by the post office.

The stamps should read as follows:

NONPROFIT ORG. U.S. POSTAGE PAID SALINAS, CA PERMIT NO. 487	PRESORTED FIRST-CLASS MAIL U.S. POSTAGE PAID SALINAS, CA PERMIT NO. 487
--	---

The bulk (Standard A) mailing procedure is as follows:

When you use Coastal Mailing (Presort First-Class Mail), for your mailing, Coastal will prepare the mailing. Please request that the return address be printed as follows:

Your School Name  
P. O. Box 80900  
Salinas, CA 93912

Two spaces below your return address add "**RETURN SERVICE REQUESTED**". The Post Office will then return the undeliverable letters to the District, and you will receive the correct address for your students.

1. When your site is making a bulk (**Standard A**) mailing, follow the Post Office procedures for handling the mail, and calculate the cost of mailing per the Post Office bulk (Standard A) mailing form. You must also follow the above instructions for **RETURN SERVICE REQUESTED** on the bulk (Standard A) mailing. Returned mail will cost an additional fee based on the current first class rate.
2. Prepare an "Authorization for Revolving Fund Check" HSD 238. Bring the "Authorization for Revolving Fund Check" and one (1) copy of the bulk mailing form to the Business Office to receive a check. You also need one (1) copy of the bulk mailing form for the Post Office. If the projected cost will be more than \$1,000, a PO must be processed instead of a revolving fund request. Be sure to give the PO sufficient time to be processed by MCOE.
3. Take your mail, copy of the bulk mail form and the check to the main post office on Post Drive between 10:00 a.m. and 1:00 p.m. and 2:00 p.m. and 5:00 p.m.

Upon arrival at the Post Office, if the actual cost is less than the amount of the check, request a refund from the Post Office. This refund must be deposited into your school's clearing account in the account code that was charged with the check. If the cost of the mailing is more than the amount of the check, you may personally pay the difference, request a receipt and submit a claim for reimbursement, or request a petty cash reimbursement if the amount is under \$20, or return to the District Office for another check for the additional amount.

4. Due to the increased costs of returned mail, sites must maintain their petty cash for this purpose. When mail is returned due to incorrect addresses, the site must accept the returned mail and correct the address in the student information system. Copies of the returned envelopes are to be used as proof of the petty cash expense.

# SALINAS UNION HIGH SCHOOL DISTRICT

=====

## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: NEW POSTAL REQUIREMENTS



The endorsement must be placed in one of these four positions:

1. Directly below the return address.
2. Directly above the delivery address area (which includes an address block barcode and any related non-address elements such as a key line or optional endorsement line).
3. Directly to the left of the postage area and below any rate marking.
4. Directly below the postage area and below any rate marking.

This guide is an overview only. For the specific Domestic Mail Manual (DMM) standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

# SALINAS UNION HIGH SCHOOL DISTRICT



## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: BOARD POLICY 4156.3-EMPLOYEES' PROPERTY/DISTRICT PROPERTY

### **Employee Property/Equipment:**

Employees should not bring their personal property/equipment on campus unless they have prior authorization from the site administration. Survey your staff to determine who has brought personal property/equipment on campus. If you approve of the property/equipment being used on your site, have the employee sign an Exhibit A 4156.3 for each piece of property. Submit a copy of the signed form to Lisa Gonzales in Business Services. For those items that you do not want on school property, inform the employee to remove the property as the district will not be held liable for any loss or damage to the property.

If an employee loses personal property due to theft or the property is damaged or destroyed, do not tell the employee that the district will pay for the loss. If the item was properly authorized in advance, the district will work with the insurance carrier to determine if the district or school is liable to pay for the claim.

### **School and/or District Property/Equipment:**

Employees and/or students shall use District equipment only for school-related tasks. The Superintendent or designee shall ensure that all employees understand that personal use of District equipment is prohibited and that a violation may be cause for disciplinary action (Regulation 3512).

Thank you.

# SALINAS UNION HIGH SCHOOL DISTRICT

=====

## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: BUSINESS SERVICE FUNCTIONS

The Business Department needs to know which administrator is overseeing the following functions at your school. Fill in the name of the administrator managing each function in the space provided to the right. This will help the entire Business Services staff to know who to contact at your site when there is a question in any one of these particular areas. Please return a copy of this list to my office by September 7, 2011.

SCHOOL \_\_\_\_\_

<u>FUNCTION</u>	<u>NAME OF MANAGER</u>
ASB SUPERVISION	_____
ATHLETICS	_____
ATTENDANCE	_____
BUDGET OVERSIGHT/ EXPENDITURE CONTROL	_____
CUSTODIAL & GROUNDS KEEPING SUPV.	_____
DUPLICATING & COPIER OVERSIGHT	_____
FACILITIES/CONSTRUCTION PROJECTS	_____
FOOD SERVICES LIAISON	_____
KEY CONTROL	_____
LIABILITY/PROPERTY INSURANCE LIAISON	_____
MAINTENANCE OF BUILDINGS AND EQUIPMENT SUPERVISION	_____
SAFETY & DISASTER PREPAREDNESS MGMT	_____
SUPPLIES & EQUIPMENT INVENTORY CONTROL	_____
TRANSPORTATION LIAISON	_____
COMMUNITY SERVICE USE	_____
WORKER COMPENSATION ADMINISTRATION	_____

# **SALINAS UNION HIGH SCHOOL DISTRICT**



## **BUSINESS SERVICES**

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: CERTIFICATES OF INSURANCE

Please advise all responsible parties, administrators, club advisors, Activities Directors, and ASB Officers to plan ahead and give the Business Office at least two weeks notice when requesting Certificates of Insurance. (Please copy this memo to all responsible parties.) Auxiliary Organizations, such as booster clubs, can no longer receive insurance coverage through the District's insurance carrier. Auxiliary Organizations may choose to apply for coverage at their own expense. Applications are available in the Business Office.

The insurance carrier no longer will issue "blanket" certificates. Each event must have a separate certificate. The attached form must be completed and forwarded to the Business Office. A copy of the event agreement must also be sent to the Business Office.

Most of the above groups know well in advance when they are planning events that require Certificates of Insurance. These requests must be processed through the District's insurance provider. They require processing by the Business Office, receipt and processing by the Insurance Company and are returned to Business Services by U.S. Mail.

The Insurance Company does not appreciate faxing the request, and expecting immediate processing. They have their routine processing procedure to follow. When we request a certificate of insurance, we do not have the right to assume our requests are of an emergency nature or more important than requests from other districts.

We ask your cooperation in this matter. If you have any questions, please advise.

**CERTIFICATE OF INSURANCE REQUEST  
for  
SPECIAL EVENTS**

New: \_\_\_\_\_ or Reissue: \_\_\_\_\_

JPA: Monterey San Benito County Liability/Property Self-Insurance      Date: \_\_\_\_\_

District: Salinas Union High School District

Contact: Lisa Gonzales      Phone: 831-796-7014

Additional Insured: \_\_\_\_\_

Name & Address of Certificate Holder:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention: \_\_\_\_\_

Description of Event/Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Participants: \_\_\_\_\_

Date and Time of Activity: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

Does Building meet Field Act Requirements? \_\_\_\_\_

Has District Received Waiver? \_\_\_\_\_

# SALINAS UNION HIGH SCHOOL DISTRICT



## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: FIRE DRILLS

Each site shall hold fire drills per Board Policy 6114.1. Your site may set the time and date of each drill. Middle schools should plan to conduct a monthly fire drill (various times throughout the day); high schools should conduct a fire drill each semester. Please submit reports containing the following information:

SITE

DATE AND TIME OF DAY

TIME TAKEN TO EVACUATE

TOTAL TIME TAKEN TO COMPLETE THE DRILL

WEATHER CONDITIONS

COMMENTS: WHETHER IT WAS AN ORDERLY/DISORDERLY PROCESS

TIPS TO REVIEW WITH STAFF TO PROVIDE MORE EFFICIENT DRILLS

The report should be signed by an administrator and sent to Lisa Gonzales in the Business Office each month/semester, as appropriate.

# SALINAS UNION HIGH SCHOOL DISTRICT



## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: MALICIOUS MISCHIEF AND THEFT REPORT FORM NO. HSD 58

The Malicious Mischief and Theft Report form will only be sent to the District Office when there is a Police Report and damage to District property, including damage to District property that requires an inventory change. **For locker break-ins and personal losses/parking lot losses, the form should be filed on campus and not sent to the District Office.**

When submitting Form HSD 58 to the District Office, please include:

1. A copy of the original purchase order showing when the stolen item(s) were purchased.
2. A copy of the replacement requisition or bids showing replacement costs. Do not replace the items until the requisition has been approved by the district.
3. A copy of the Police Report. The insurance company will not process a claim without this information.

Until all forms have been received by Business Services, a determination cannot be made as to whether the items are claimable under the district's insurance carrier. Due to the high cost of deductibles, many such claims are not covered by the insurance carrier and replacement costs become the responsibility of the site.

In case of extensive damage or loss, please notify Lisa in the Business Office (796-7014) immediately. When dealing with fire or flood damage, list everything that was lost or damaged. For insurance purposes, you might take pictures each year of the classrooms and offices to document exactly what was in each room.

Please complete form HSD38 and submit it to Lisa Gonzales in the Business Services Office.

**SUBMIT FORM WITHIN TEN DAYS FROM DATE OF INCIDENT**

SALINAS UNION HIGH SCHOOL DISTRICT  
431 West Alisal Street  
Salinas, California 93901

MALICIOUS MISCHIEF AND THEFT REPORT FORM

1. School where incident occurred: \_\_\_\_\_

School Address: \_\_\_\_\_

Principal: \_\_\_\_\_

2. Person reporting incident: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Probable date(s) incident occurred: \_\_\_\_\_

4. Estimated time incident occurred: \_\_\_\_\_

5. Date reported: \_\_\_\_\_ Time Reported: \_\_\_\_\_

6. Location of incident in the school: \_\_\_\_\_

7. Type of incident (describe; use additional page if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Entry (if applicable) was made by: \_\_\_\_\_

\_\_\_\_\_

9. Estimated cost of damage (other than those in #13): \_\_\_\_\_

10. Persons who 1. \_\_\_\_\_  
may have Name Address Phone  
knowledge  
of incident 2. \_\_\_\_\_  
Name Address Phone

11. Police called? Yes \_\_\_\_\_; No \_\_\_\_\_

12. Fire Department called? Yes \_\_\_\_\_; No \_\_\_\_\_

13. List of items missing:

<u>Type</u>	<u>Mfg.</u>	<u>Prop. Number</u>	<u>Serial Number (if any)</u>	<u>Estimated Cost</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(Signed) \_\_\_\_\_  
Principal

Distribution: Please forward all except your file copy to the Assistant Superintendent-Business Services' office who will distribute as follows:

WHITE - Property Record Department      PINK - Salinas Police Department  
CANARY - Business Office                      GOLDENROD - School

# **SALINAS UNION HIGH SCHOOL DISTRICT**

=====

## **BUSINESS SERVICES**

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: PARKING LOT LIMITS OF LIABILITY

In order to avoid requests for payment to damaged vehicles, the following wording shall be included in your Faculty Handbook. (Bd. Policy 4056.3)

### **SALINAS UNION HIGH SCHOOL DISTRICT**

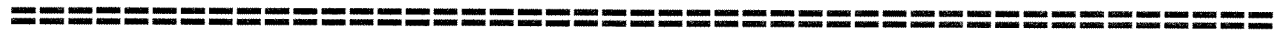
#### **PARKING LOT LIMITS OF LIABILITY**

**The parking lots are provided as a convenience to the School District's employees, students and visitors. The District is not responsible for fire, theft, damage, or loss to your automobile or for any article left in it. In effect, you use the parking lot at your own risk.**

**Please be sure you park your car properly and lock it.**

Also, review this at your faculty/staff meetings to reinforce the District policy.

# SALINAS UNION HIGH SCHOOL DISTRICT



## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: EXPENDITURES MUST BE APPROVED IN ADVANCE

This memo is a reminder that all district expenditures require district approval before funds can be committed. These approvals include:

- Purchase Orders – for all non-salaried expenses
- Digital Schools EWAs for extra hours, overtime, in-lieu and comp hours
- Digital Schools SBs for travel & conference
- Personnel Requisitions for staff
- Independent Consultant Contractor Forms
- Revolving Fund Requests

The sixth and seventh paragraphs of Policy 3321 DELEGATION OF PURCHASING FUNCTION read as follows:

"All purchases of services, materials, supplies, workshop reservations, (including workshops provided by the Monterey County Office of Education) or equipment must be authorized by a properly approved, signed and numbered purchase order. The District will not be liable for any orders placed by an employee of the District unless authorized by such a purchase order.

"No District employee shall give verbal orders for supplies, materials, workshop registrations, (including workshops provided by the Monterey County Office of Education) equipment or services, or imply that an order will be approve, except in emergency cases with prior approval of the Superintendent or Manager of Business Services/CBO."

Employees **may be required to personally** pay for purchases made without prior approval. The complexities of purchasing, funding, budgeting, and responsibility require financial control in order to meet State, Federal and local audit requirements. Please instruct your staff at the beginning of the year on the procedures and policies for the expenditure of district funds.

PLEASE POST AT YOUR SITE

**SALINAS UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES**

**2011-2012 Purchase Order Deadlines – All Programs**

DATE: August 2, 2011  
TO: All Salinas Union High School District Employees  
FROM: Ana Aguillon – Manager of Fiscal Services  
Re: Year End Purchase Order Deadlines for All Programs

Using the object code as a determining factor – the deadlines to have purchase orders and equipment requisitions to Business Services will be as follows:

<u>Object Code</u>	<u>Description</u>	<u>Deadline</u>	<u>Deadline</u>
640000 & 650000	Equipment (items in excess of \$5,000)	March 9	March 23
410000 & 420000	Textbooks and regular books	March 16	March 30
4300??	All other supplies	March 23	April 6
590030 & 58????	Postage (including meters) & contracts	April 2	April 13
5600??	Rents, leases and repairs	April 6	April 20
520000 & 530000	Travel, conferences & memberships	April 13	April 27
2001-2012 POs	First date new year POs will be accepted	June 15	June 22

Spec. Proj.

**THERE ARE NO EXCEPTIONS TO THE ABOVE DEADLINES. FAILURE TO SUBMIT POS BEFORE THE DUE DATE MAY RESULT IN THE ITEMS OR SERVICES NOT BEING APPROVED FOR PURCHASE. ALL PURCHASES REQUIRE DISTRICT APPROVED POS IN ADVANCE.**

POs submitted to Business Services are only considered on time if they have all the appropriate signatures and all necessary documentation attached (i.e. completed and approved travel authorizations, signed contracts, special project signatures, etc.) See Routing Directions for assistance in obtaining the appropriate approvals.

The above deadlines do not apply to revolving fund check requests, travel reimbursements, print shop requests, EWAs, SBAs and field trip request forms.

**REMEMBER: All materials or services received or rendered on or before June 30, 2012 must be charged to the 2011-2012 school year as per the *State Accounting Manual.***

# SALINAS UNION HIGH SCHOOL DISTRICT

## BUSINESS SERVICES

### ROUTING DIRECTIONS

#### **Site Principal/Director**

All expenditures require the site's/director's signature. This includes purchase orders, travel requests, revolving funds, petty cash, equipment-requisitions, field trip request forms, print shop orders and travel reimbursements requests. **Do not use stamps in place of a signature.**

#### **Special Projects Approval**

If a request for expenditure is being paid for by a special project, the Special Projects Director must sign the request. These requests include purchase orders, equipment requests, travel authorizations, payroll, reimbursement requests, field trip requests, print shop orders, maintenance orders, revolving fund requests and petty cash disbursements. You can usually tell which manager is responsible for the request by looking at the manager code (last 2 digits in the account code). Refer to the Manager Code Listing to identify which manager corresponds to which manager code.

#### **Books – Object Codes 410000 and 420000:**

All purchase orders for regular and textbooks require a review by Jill Camron at OBME and she will forward the POs to Tim Vanoli for his approval.

#### **Independent Contractor Agreements - Object Codes 580000:**

The routing order for the Independent Contractor Agreements is as follows:

1. Site Administrator
2. Special Projects Administrator (only if needed)
3. Accountant
4. Manager of Business Services/CBO
5. Associate Superintendent of Human Resources.

#### **Computer Supplies and Equipment:**

Send all Po's for computer supplies, i.e. software, hardware, licensing fees, to Joe Zeligs, Director of Information Services **before** sending to the appropriate Accountant.

#### **Purchases Over \$1000:**

All purchases over \$1000 require a signature by an accountant, Manager of Fiscal Services and Manager of Business Services/CBO.

#### **Travel Reimbursements - Object Code 520000:**

Travel reimbursements must be signed by the Special Project Director who is paying for the expense. Be sure to attach a copy of all the required backup, i.e. approved travel authorization form, receipts and a flyer from the workshop. Refer to the back of the form (HSD 36) for more information on submitting the claim.

#### **Invoices and Green Copies of Purchase Orders:**

After items have been received or services rendered, sign the green copy of the PO and send directly to Adina Walton or Vicky Gonzales in Accounts Payable in Business Services.

#### **Print Shop Requests - Object Code 571020:**

Send these directly to Tom Tompkins at the print shop.

**Do not use paper clips – staple all backup.**

# Salinas Union High School District

## Accountants' Responsibility List by Manager Codes

Last 2 digits of account code

Manager Code	Manager	School/Department	Responsible Accountant	
			Restricted Fund 0101	Unrestricted Fund 0100
00	Cindy Fellows	Undesignated	Cindy Fellows	Cindy Fellows
01	Judith Peterson	Washington Middle School-District Exp	Graciela Hidalgo	Ana Aguillon
02	Francisco Huerta	El Sausal Middle School-District Exp	Graciela Hidalgo	Ana Aguillon
03	Jacqui Axtell	Harden Middle School-District Exp	Graciela Hidalgo	Ana Aguillon
04	Sascha Heckmann	Salinas High School-District Exp	Graciela Hidalgo	Ana Aguillon
05	Steve Oliver	North Salinas High School-District Exp	Graciela Hidalgo	Ana Aguillon
06	Dan Burns	Alisal High School-District Exp	Graciela Hidalgo	Ana Aguillon
07	Mike Romero	Mt. Toro Continuation-District Exp	Graciela Hidalgo	Ana Aguillon
08	Darin Hershberger	Everett Alvarez High-District Exp	Graciela Hidalgo	Ana Aguillon
09	Ernesto Garcia	La Paz Middle School-District Exp	Graciela Hidalgo	Ana Aguillon
11	Judith Peterson	Washington Middle School-Formula	N/A	Sylvia Meza
12	Francisco Huerta	El Sausal Middle School-Formula	N/A	Sylvia Meza
13	Jacqui Axtell	Harden Middle School-Formula	N/A	Sylvia Meza
14	Sascha Heckmann	Salinas High School-Formula	N/A	Sylvia Meza
15	Steve Oliver	North Salinas High School-Formula	N/A	Sylvia Meza
16	Dan Burns	Alisal High School-Formula	N/A	Sylvia Meza
17	Mike Romero	Mt. Toro Continuation-Formula	Sylvia Meza	Sylvia Meza
18	Darin Hershberger	Everett Alvarez High-Formula	N/A	Sylvia Meza
19	Ernesto Garcia	La Paz Middle School-Formula	N/A	Sylvia Meza
20	Ivonne Glenn/Bangs	El Puente District Expense	N/A	Sylvia Meza
21	Cindy Fellows	New Middle School District	N/A	Ana Aguillon
25	Cindy Fellows	New High School District Expense	N/A	Ana Aguillon
30	Blanca Baltazar-Sabbah	OBME-Office of Bilingual Ed & Mig Ed	Graciela Hidalgo	Graciela Hidalgo
31	Robert Martinez	Testing	Graciela Hidalgo	Sylvia Meza
36	Bill Chapman	Transportation	Graciela Hidalgo	Graciela Hidalgo
39	Mike Romero	Pupil Personnel Services	N/A	Sylvia Meza
40	Blanca Baltazar-Sabbah	Special Projects	Graciela Hidalgo	Graciela Hidalgo
41	Mike Romero	Summer School	N/A	Sylvia Meza
53	Christina Varela	Cafeteria	N/A	Sylvia Meza
55	Ivonne Glenn/Bangs	Salinas Education Center	Sylvia Meza	Sylvia Meza
56	Yvonne Ricketts	Adult Education	Ana Aguillon	Ana Aguillon
57	Nancy Jones-Powers	Special Education/Gate	Graciela Hidalgo	Graciela Hidalgo
63	Randy Bangs	Mission Trails ROP	Ana Aguillon	Ana Aguillon
70	Jim Earhart	Board	Graciela Hidalgo	Sylvia Meza
71	Jim Earhart	Superintendent	Graciela Hidalgo	Sylvia Meza
72	Cindy Fellows	District Operations/Safety/Purch.	N/A	Sylvia Meza
73	Cindy Fellows	Business Services	N/A	Sylvia Meza
74	Diane Hendricks	Human Resources	Graciela Hidalgo	Sylvia Meza
75	Karen Luna	Warehouse	N/A	Sylvia Meza
76	Tim Vanoli	Instructional Services	Graciela Hidalgo	Ana Aguillon
77	Joe Zeligs	Information Services	Graciela Hidalgo	Sylvia Meza
81	Karen Luna	Maintenance	Sylvia Meza	Sylvia Meza
85	Karen Luna	Facilities	Ana Aguillon	Ana Aguillon
90	Ivonne Glenn/Bangs	El Puente-Formula Funds	N/A	Sylvia Meza
91	Cindy Fellows	New Middle-Formula Funds	N/A	Sylvia Meza
95	Cindy Fellows	New High School-Formula Funds	N/A	Sylvia Meza

**796-7015 Cindy Fellows**

**796-7016 Graciela Hidalgo**

**796-7017 Sylvia Meza**

**796-7018 Ana Aguillon**

# **SALINAS UNION HIGH SCHOOL DISTRICT**



## **BUSINESS SERVICES**

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: RECORD STORAGE

All records shipped to the District Warehouse must be packed in letter-size storage boxes (Fellows FEL00511). Records should be “cleaned” and minimized as much as possible as a means to reduce storage space.

Site staff is responsible for the cleaning and minimizing of files during the regular school year. If additional hours are required to prepare the files for storage, sites must pay for those hours from their formula funds.

Files may also be electronically scanned as a way to not only save storage space, but to facilitate future access to the files. For information on scanning your files, contact Business Services at 796-7014.

For retention requirements, each site has a copy of the “Records Retention Manual’ which is in the ASB Manual and maintained by each site’s ASB clerk. If you have any questions, or need any assistance, please call the Warehouse or the Manager of Fiscal Services for retention requirements.

# SALINAS UNION HIGH SCHOOL DISTRICT



## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: REVOLVING FUND GUIDELINES -  
PETTY CASH REIMBURSEMENTS

**Revolving Fund:** The purpose of the Revolving Fund is to provide a method of reimbursement and to facilitate payment of limited expenditures on an emergency basis such as postage due on returned mail. The Revolving Fund is not to be used to circumvent the normal purchase order process, or to substitute for prudent planning.

The Revolving Fund is not to be used for expenditures related to travel. By planning ahead you can cover your travel and conference expenses through the regular purchase order process or use the reimbursement process after the travel has occurred. **Travel and Conference is not an emergency expense!** You receive literature well in advance of workshops and conferences and once your school business has been approved by the district, purchase orders can be processed for hotel accommodations, flights and registration fees. If planning does not allow for purchase orders to be processed, the person attending the conference or workshop must pay for the expenditures and submit a reimbursement after the conference has occurred.

**Petty Cash:** We have received Petty Cash Reimbursement claims that did not follow the Administrative Regulation 3332 regarding such claims, i.e., 1) purchases were split to fall under the Twenty Dollar (\$20.00) limit, 2) purchases were made which were not of an emergency nature, 3) food was purchased. Due to these indiscretions, the Petty Cash reimbursements will be watched more closely; and, if the above type claims are submitted, they will be rejected and the inappropriate expenses will become the responsibility of the person who made the purchase.

The principal or director of each site is responsible for the Petty Cash at their site and is held accountable for the funds, and they will be responsible for repayment of any shortages in the petty cash.

AUGUST 2, 2011

The following guidelines will help to ensure that the Revolving Fund and Petty Cash Accounts are used in an appropriate manner.

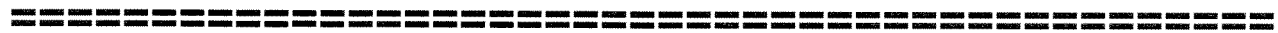
1. All requests for Revolving Fund Checks must be signed by the site principal, Special Projects Director, Accountant and Manager of Fiscal Services, prior to issuance of a check.
2. Reimbursements for postage meters will be disallowed. This should be processed through normal channels. When postage meter reaches a balance of \$300.00, submit a purchase order for postage. Bulk mailing payments are allowed for bulk mailings that are less than \$1,000. Bulk mail requests in excess of \$1,000 must be processed through a purchase order.
3. Conference registrations and travel Pos should be sent to the appropriate Accountant. Revolving fund checks cannot be used for travel.
4. When the Petty Cash request for reimbursement is submitted to the Business Office, be sure the receipts are attached in the same order as they are listed on HSD Form 127. If two receipts are combined to total the amount shown on the form, staple those receipts together.

Note: Due to a change in the County practices, only the original receipt is needed. (A second copy is no longer required.)

5. All requests for reimbursement through the revolving fund and petty cash account must be of an emergency nature.
6. Food cannot be purchased with Petty Cash.
7. Petty cash accounts must be fully replenished before the end of the year per auditing requirements so that the cash on hand as of June 30 equals the full amount of the petty cash allocation.

Please advise the staff responsible for processing petty cash and revolving fund claims to follow the above instructions. Thank you.

# SALINAS UNION HIGH SCHOOL DISTRICT



## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS AND DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: ASB AND CLEARING BANK ACCOUNTS SIGNATORIES

Due to the turn over of bank signatories and the large number of authorizers, the bank accounts have become difficult to monitor. This has created an issue with security and accountability related to these funds. Beginning with the 2011-2012 school year, only the following individuals are to be signatories on the accounts:

**ASB Bank Account – 2 signatures (Note: Students can no longer sign.)**

Site Principal  
Assistant Principal **or** Activity Director  
District Accountant **or** Manager of Fiscal Services  
ASB Clerk (only to oversee account and should not sign checks unless authorized by district)

**Clearing Account – 2 signatures**

Site Principal  
Assistant Principal **or** Activity Director  
District Accountant **or** Manager of Fiscal Services  
ASB Clerk (only to oversee account and should not sign checks unless authorized by district)

Principals must submit updated signatures for the ASB and clearing account to Lisa Gonzales in Business Services by October 6<sup>th</sup>. Lisa will prepare the information for inclusion on the Board Agenda for the October 11, 2011 board meeting. A copy of the approved signatures for last year is included to assist you with your changes. Any changes must be updated with the bank and the bank's approved signatory card.

Cc: ASB Bookkeepers

Attachment

**APPROVED SIGNATORIES FOR STUDENT BODY & CLEARING ACCOUNTS  
2010-2011  
BOARD OF TRUSTEES  
October 26, 2010**

**SALINAS UNION HIGH SCHOOL DISTRICT**

Cafeteria Clearing Account:	One of:	Christina Varela or Cindy Fellows
District Revolving Fund:	One of:	Cindy Fellows, Sylvia Meza, Ana Aguillon, Graciela Hidalgo or Lisa Gonzales

**SALINAS ADULT SCHOOL**

Clearing Account:	One of:	Randy Bangs or Cindy Fellows
	And one of:	Yvonne Ricketts, Penny Savage or Ana Aguillon

**ROP**

Clearing Account:	Two of:	Randy Bangs, Karla Mejia Cindy Fellows and Ana Aguillon
-------------------	---------	--

**APPROVED SIGNATORIES FOR STUDENT BODY & CLEARING ACCOUNTS  
2010-2011  
October 26, 2010**

**ALISAL HIGH SCHOOL**

Clearing Account:	Any two:	Dan Burns, Gloria Chaidez or Margaret Corona
Student Body Account:	Any two:	Dan Burns, Gloria Chaidez, Susano Marquez, Margaret Corona or Cindy Fellows

**EVERETT ALVAREZ HIGH SCHOOL**

Clearing Account:	Any two:	Darin Hershberger, Peter Gray, Jessica Capen or Dave Bollin
Student Body Account:	Any two:	Darin Hershberger, Jessica Capen, Dave Bollin or Ana Aguillon

**NORTH SALINAS HIGH SCHOOL**

Clearing Account:	Any two:	August Caresani, Jill Camron, Bernardo Nuño, Jean Ashen, Margaret Noroian, Mary McNeese or Graciela Hidalgo
Student Body Account:	Any two:	August Caresani, Jill Camron, Bernardo Nuño, Jean Ashen, Margaret Noroian, Mary McNeese or Graciela Hidalgo

**SALINAS HIGH SCHOOL**

Clearing Account:	Any two:	Sascha Heckmann, Ni'Cole Mukes, Paul Brennan, Ladislao Lopez, Angela Bracco, Rosemary Davis or Cindy Fellows
Student Body Account:	Any two:	Sascha Heckmann, Ni'Cole Mukes, Paul Brennan, Ladislao Lopez, Angela Bracco, Rosemary Davis or Cindy Fellows

**APPROVED SIGNATORIES FOR STUDENT BODY & CLEARING ACCOUNTS**  
**2010-2011**  
**October 26, 2010**

**EL SAUSAL MIDDLE SCHOOL**

Clearing Account: Two of: Francisco Huerta, Raul Ramirez or  
Cindy Fellows

Student Body Account: One of: Francisco Huerta, Raul Ramirez,  
Florabel Victoriano, Susan Chacon or  
Cindy Fellows

**HARDEN MIDDLE SCHOOL**

Clearing Account: Two of: Jacqui Axtell, Claudio Montero, Ginny  
Papst or Graciela Hidalgo

Student Body Account: One of: Claudio Montero, Jose Alvarez, Ginny  
Papst or Graciela Hidalgo

**LA PAZ MIDDLE SCHOOL**

Clearing Account: One of: Peggy Wood, Angelica Nava or Ana  
Aguillon

Student Body Account: One of: Steve Oliver, Leilani Hernandez,  
Angelica Nava or Ana Aguillon

**WASHINGTON MIDDLE SCHOOL**

Clearing Account: Two of: Judith Peterson, John McKenzie,  
Veronica Vasquez or Sylvia Meza

Student Body Account: One of: Judith Peterson, John McKenzie  
Christy Hertsch, Veronica Vasquez or  
Sylvia Meza

# SALINAS UNION HIGH SCHOOL DISTRICT

=====

## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: STUDENT INDEBTEDNESS

Collecting debts from students for such things as returned checks, lost textbooks and damages requires the school's administrators, activity directors, and textbook clerks to be creative and work closely together. We can be punitive, such as withholding report cards, withholding the yearbook, or not allowing the students to attend dances. I think it would be better to communicate up front with the students and their parents that this is part of being a good citizen; and, should be seen as an incentive for the full participation in the activities of the school.

We have to be careful about withholding of report cards. It is legal to withhold report cards for those students that are staying within the District, but we have to release report cards to schools outside the District when the student transfers out of the District. We can withhold yearbooks up to the very last day of school. In effect, they have bought it, they own it, and it is just that we do not have to turn it over to them until the very last minute.

The entire school has to work together as a team on this issue, starting with putting out lists to teachers showing who owes how much money, so they can follow up with the students. Librarians can also be informed of the students who are delinquent and then deny those students library privileges until their account is clear. Coaches can use the list in determining sports eligibility. Activity Directors could stipulate that these students cannot attend dances until their account is clear. If we are consistent with students about rules of this type, we may go a long ways in teaching them responsibility.

If a middle schools student is promoting to a District high school, the middle school may want to forward the outstanding debt to the high school so that the debt can still be collected by the high school.

# SALINAS UNION HIGH SCHOOL DISTRICT



## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: STUDENT INJURY CLAIMS

When a parent or guardian approaches you to cover medical or counseling costs for an injury that occurred on campus, please inform them that the District does not have insurance for students. Tell the parent that they are legally responsible for providing medical care for their children, whether they have medical insurance or not. In order to help parents and facilitate potential student medical needs, the District makes available low cost health insurance through Myer-Stevens at the beginning of the school year.

When there is a serious injury and the parent claims that the District and staff caused or contributed to it, you may refer them to me at the Business Office as a resource for further guidance. Do not say the District is liable and will pay for medical costs. I would appreciate it, when possible, that you call me in advance of the parent's call so that I know what is going on and can support what you have discussed with them.

I will listen to the parent with a sympathetic ear, yet I will be firm about what the District can and cannot do. One approach I may offer the parent, is for them to put their concern and claim in writing, and I will forward it to our insurance administrators for their guidance on an individual's particular case. In a few instances, more often than not, the District is advised to reject the claim, which forces the parents to decide whether or not they will file a law suit in court. In some instances, the insurance administrator's advice has been for the District to pay for the cost of the medical care.

# SALINAS UNION HIGH SCHOOL DISTRICT



## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: MEAL AND MILEAGE REIMBURSEMENT

The IRS has **increased** the mileage rate for travel to .555¢ per mile for all travel that occurs on or after July 1, 2011. There have been no changes to the meal reimbursement costs. Please use the appropriate rates when submitting your travel reimbursement requests. Reimbursement rates are as follows:

### Food Reimbursement Rates:

Breakfast	\$ 8
Lunch	\$12
Dinner	<u>\$20</u>
Daily Allocation	<u>\$40</u>

### Mileage Rates (Rate per Mile):

Rate On or After July 1, 2011	\$0.555
-------------------------------	---------

For long distance travel, the reimbursement will be paid based on which is cheaper, air travel or mileage. Expenditures not pre-authorized, such as car rentals will not be reimbursed.

**Please note:** If the cost of your registration includes meals you cannot put in for reimbursement of those meals. Reimbursements **are not** a flat rate of \$40 per day. Meals must be broken down by the actual number of meals that are reimbursable for each day. For example: if you fly to a conference and your plane leaves San Jose at 5:00 in the evening, you would only qualify for the dinner reimbursement. Please take this into consideration when submitting your reimbursement claim. Also, do not claim for another employee. Each employee must submit and verify his/her own travel reimbursement claim.

All travel reimbursements must be accompanied by a district approved school business form and a completed conference evaluation form. All reimbursements for travel that have not been pre-authorized by the district will become the responsibility of the person who incurred the travel expense.

# **SALINAS UNION HIGH SCHOOL DISTRICT**

=====

## **BUSINESS SERVICES**

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: DONATIONS AND DISTRICT TAX ID NUMBER

Form HSD 290 "Report of Donation Received should be completed at the site whenever an item or monetary donation is received. A letter of appreciation should be sent by the site to the donor and a copy of the letter attached to Form HSD 290. Be sure HSD 290 is completed neatly since it will be included in the Board agenda. An electronic copy of the donation form can be requested from Ana Aguillon in Business Services.

Please remember the District's tax ID number should not be given directly to donors. All requests for the District's tax ID number should go through Ana Aguillon. Per IRS regulations, the tax ID number is not necessary for individual donors who donate less than \$600. Stores and corporations may need the ID number for donations less than \$600. Please have them contact Ana Aguillon directly.

# SALINAS UNION HIGH SCHOOL DISTRICT

=====

## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: INDEPENDENT CONTRACTORS & CONSULTANTS

**Board policy #3600 specifies (Attachment #1):**

“The Governing Board authorized the use of consultants to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by District staff because of limitations of time, experience or knowledge. Individuals, firms or organizations employed as consultants may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional or other matters.

As part of the contract process, the Superintendent or designee shall determine, in accordance with Internal Revenue Service guidelines, that the consultant is properly classified as an independent contractor. District employees who perform extra-duty consultant services shall not be retained as independent contractors. They shall be considered employees for all purposes, even if the additional services are not related to their regular duty.

All consultant contracts shall be brought to the Board for approval.”

**FCMAT 2007 Associated Student Body Accounting Manual (Ref. Page 119):**

“If the board policies and administrative regulations are silent regarding ASB contracting practices, the normal assumption is that existing policies for other district contracts should be followed for ASB contracts as well.”

## **Instructions for Processing of Independent Contractor and Consultant Performance Agreement**

**The process for hiring an independent contractor or consultant is as follows:**

1. Site who is hiring a contractor/consultant must complete a form HSD 92 called Independent Contractor/Consultant Performance Agreement (Attachment #2). As Outlined on the form, the information required is the name of the consultant/contractor, the services to be rendered, the account code to be charged and the fees broken down between those fees that are expenses to be incurred by the contractor/consultant during their service and the actual fee or honorarium. In addition to the contractor/consultant form, an Employment Development Department (EDD Form DE542 – Attachment #3) for Report of Independent Contractor(s) must be completed and attached to the Independent Contractor/Consultant form.
2. The consultant/contractor is to complete the bottom left portion of the form which includes their name, tax identification number, mailing address and their signature and date signed.
3. The form is then signed by the site administrator and forwarded on to the appropriate Special Projects Director if the funding being used to pay the contractor/consultant is from a restricted program. If the contractor or consultant is being funded from an ASB account, then the site's Director of Activities acts as the Special Projects Director. The Special Projects Director reviews the expenditure to verify that the expense is allowable under the restricted program's budget. The Special Projects Director signs the form and forwards on to Business Services.
4. Based on the manager code (last 2 digits of account code), an accountant has been assigned to oversee the availability of funds within the account being assigned to pay for the contractor/consultant. Upon verification of funding, the accountant initials next to the account code and forwards the form on to the Manager of Business Services/CBO.
5. The Manager of Business Services/CBO reviews the form to make sure that all necessary information has been provided and that the contractor/consultant falls under the guidelines of the school accounting manual, IRS regulations, and board policy as a contractor or consultant and is not a district employee. If the consultant is or has been a certificated employee, a check is made of the State's computer program called Reap Program (STRS) to verify that the contractor/consultant is not a participating member of STRS. The Reap Program is managed by the district's Payroll Technician. If the individual is found to be an active member of STRS, then the form is returned to the site indicating that the person must be paid through payroll and cannot be paid as a contractor/consultant.

Any individual, who has worked for the district in the past, will still be considered an employee and cannot be paid as an independent contractor/consultant and must be paid from payroll. The only exception is the individual has obtained a business tax identification number and is

acting as a contractor/consultant under the business tax identification number. Upon verification that the appropriate paperwork has been completed and the individual(s) identified qualify as an independent contractor/consultant, the Manager of Business Services/CBO signs the form and forwards to Human Resources.

6. The Associate Superintendent of Human Resources reviews and authorizes the form by signing and dating.
7. The Administrative Secretary to the Associate Superintendent of Human Resources places the form on the agenda for approval to the District's Governing Board at a regularly scheduled board meeting. A copy of the form is included in the agenda as backup.
8. The contractor/consultant form is approved or denied by the Board of Trustees.
9. Upon approval by the Board, the Administrative Secretary in Human Resources disburses the NCR forms as follows: white to contractor/consultant, green, goldenrod and canary to originating site, and pink is retained by Human Resources in a master file.
10. When the originating site receives the Board approved contractor/consultant form, the site prepares a district purchase order or ASB purchase order depending on the funding source and attaches the canary copy of the form and the EDD Form DE542 as backup. The purchase order is then processed using the normal procedures for purchase orders. For district purchase orders the assigned business services account clerk I and for ASB purchase orders the ASB Clerk faxes a copy of the EDD form DE542 to the Employment Development Department at 916-316-4410. The form is used by the EDD as a means to capture earnings from contractors/consultants who have outstanding debts due to child support.
11. District funded contractor/consultants: Upon completion of services, the contractor/consultant must submit an invoice to the accounts payable department. The originating site signs and forwards the green copy of the purchase order to accounts payable to verify that payment can be processed. Accounts payable department processes the paperwork and enters the payment information into the Monterey County Office of Education (MCOE) financial management computer system. When the warrant is received from MCOE, the warrant is either mailed to the consultant or contractor or returned to the site depending on the instructions indicated on the purchase order.

ASB funded contractor/consultants: Upon completion of services, the contractor or consultant must submit an invoice to the ASB Clerk. The ASB Clerk uses the green copy of the purchase order as a receiving copy and has the Director of Activities signoff on the form to show that services have been completed and payment can be processed. Prior to processing payment, the ASB Clerk must verify that the payment has been pre-authorized by the student council and the approval noted in the Study Body minutes. The ASB Clerk processes the invoice for payment utilizing the Blue Bear financial software program. The ASB check is signed by the appropriate signatories on the ASB checking account and the ASB Clerk forwards the completed check on to the contractor/consultant.

12. 1099 Tax Forms: At the end of the calendar year, any contractor/consultant that has accumulated earnings of \$600 or more within the district will be issued a 1099 tax form. The accounts payable department processes the 1099 by flagging the contractor/consultant at the time of payment and the MCOE prints the 1099 and forwards to the district for distribution. The ASB Clerks submit all their contractor/consultant information (regardless of amount) to the General Ledger Accountant who enters them onto an excel spreadsheet to determine the cumulative total for each consultant. The General Ledger Accountant manually processes a 1099 for any consultant who has earned \$600 or more. The 1099 is mailed to the contractor/consultant on or before the last workday in January for the prior tax year.

**Salinas Union High School District  
Independent Contractor/Consultant Performance Agreement**

This agreement is entered into between the Superintendent (or designee) of the Salinas Union School High District, hereinafter called the "Superintendent",

and \_\_\_\_\_ hereinafter called the "Consultant". The Superintendent and the Consultant agree:

**I. SERVICE TO BE RENDERED BY THE CONSULTANT:**

Include documents to be produced, location of presentations & participants if a workshop

1. \_\_\_\_\_
2. \_\_\_\_\_

**II. PERIOD COVERED BY THIS AGREEMENT:**

From: \_\_\_\_\_ To: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_

**III. FINANCIAL ARRANGEMENTS:**

Budget Codes:	%	Fee Breakdown
1. _____	_____	Expenses \$ _____
2. _____	_____	Honorarium \$ _____
3. _____	_____	Total Fee \$ _____

**IV. INDEPENDENT CONTRACTOR:**

In the performance of the work herein contemplated, the Consultant is an independent contractor, with the authority to control and direct the performance of the details of the work, the Superintendent being interested only in the results.

**V. EMPLOYEE BENEFITS:**

The Consultant understands and agrees that he/she and all of his/her employees are not employees of the Salinas Union High School District and are not entitled to benefits of any kind normally provided to employees of the District and/or to which the District employees are normally entitled, including but not limited to State Unemployment Compensation or Workers' Compensation. The Consultant shall assume full responsibility for payment of all Federal, State, and local taxes or contributions including unemployment insurance, social security, and income taxes with respect to Consultant and Consultant's employees.

**VI. HOLD HARMLESS:**

The Consultant agrees to defend, indemnify and hold harmless the Superintendent, the Board of Trustees employees and agents of the School District from any and all liability or loss arising in any way due to Consultant's negligence in the performance of this agreement, including but not limited to any claim due to injury and/or damage sustained by Consultant and/or Consultant's employees or agents.

**CONSULTANT:**

I hereby verify that I have not, or will not, receive pay for the same service for days of service by any other public agency, AND I AM NOT AND HAVE NOT BEEN AN EMPLOYEE OF THE SALINAS UNION HIGH SCHOOL DISTRICT.

*Circle correct wording: Fingerprints are are not required.*  
 (If fingerprints are required it is the site's responsibility to have the individual contact Human Resources)

By: \_\_\_\_\_  
 \_\_\_\_\_  
 Consultant's Signature Date  
 \_\_\_\_\_  
 Consultant's Printed Name  
 \_\_\_\_\_  
 Consultant's ID or Soc. Sec. Number  
 \_\_\_\_\_  
 Street Address or P.O. Box  
 \_\_\_\_\_  
 City, State, Zip Code  
 \_\_\_\_\_  
 Phone # \_\_\_\_\_

Approved: \_\_\_\_\_  
 \_\_\_\_\_  
 Site Administrator Date  
 \_\_\_\_\_  
 Special Project Administrator Date  
 \_\_\_\_\_  
 Associate Superintendent of Human Resources Date  
 \_\_\_\_\_  
 Manager of Business Services/CBO Date

# SALINAS UNION HIGH SCHOOL DISTRICT

=====

## BUSINESS SERVICES

DATE: AUGUST 2, 2011  
TO: PRINCIPALS/DIRECTORS  
FROM: CINDY FELLOWS, MANAGER OF BUSINESS SERVICES/CBO  
RE: CLASSIFIED EMPLOYEE ATTENDANCE

All classified employees (CSEA, Confidential and Supervisory) are to sign in and out each day on a master time sheet (see attached). Employees must indicate the actual time they sign in or out and individuals cannot sign in or out for another employee.

Each time an employee leaves the site during the work day the employee must indicate on a sign out log the time they are leaving and the reason they are leaving. Upon returning to work the employee must indicate on the sign out log the time they returned to work. Employees do not have to sign out for lunch since the lunch hour is non-paid.

The administration should monitor the above sign in and sign out log sheets to verify that employees are following proper process. The log sheets are to be signed off by the administrator in charge and both forms are to be forwarded to payroll at the end of the month.

The only exception to the above is for those employees who are electronically posting their attendance by utilizing the Digital Schools DS Post System.

Attachments – Sign-in/sign-out log sheets  
Master time sheet



