

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: I-Human Resources Management

Section: 1302.90 Personnel Policies

Subject: Time Sheets

Policy:

All Head Start/Early Head Start staff members are paid bi-weekly after recording time worked on their personal activity reports (PAR).

Procedure:

1. Time worked shall be recorded daily on the official PAR by the employee and approved by the supervisor at the end of the pay period. Employees are paid bi-weekly (every two weeks).
2. The immediate supervisor will approve the staff member's PAR and forward it to the Head Start/Early Head Start Director.
3. The Head Start/Early Head Start Director will send the time sheets to the bookkeeping office for processing after reviewing and signing.
4. There will be no overtime recorded on the time sheet unless the Head Start/Early Head Start Director has given prior approval. This does not apply to exempt employees.