

Dr. Richard R. Green
Chancellor

Division of Special Education
Eddy Bayardelle
Executive Director
(718) 935-3561

December 30, 1988



MEMORANDUM

TO: DEPUTY ASSISTANT SUPERINTENDENTS
CSE CHAIRPERSONS

From: Eddy Bayardelle

Re: Elimination of the Use of Timeclocks by SBST Members

As you know, the Division's plan for the elimination of timeclock use by professionals calls for SBST members to follow the timekeeping procedures of the individual schools to which they are assigned. However, superintendents and principals have not in every instance granted permission for SBST members to make use of local school timekeeping plans, preferring instead that DSE psychologists, social workers and education evaluators remain using the timeclock.

Although the reasoning of these administrators may be understandable, since the schedules of SBST personnel may make it difficult for building personnel to verify the punctuality and attendance of team members--the Chancellor's policy is clear, the use of timeclocks is to be eliminated for all pedagogic professionals.

Therefore in districts and schools where SBST members have not been given access to local timekeeping plans, regional offices will be responsible for developing and implementing methods for recording team members' punctuality and attendance without recourse to timeclocks in conjunction with the Committees on Special Education.

It is anticipated that such plans will in large measure have to rely on team members' self-certification of arrival, departure and attendance. However, Regional Office and CSE administrators and supervisors may make appropriate use of phone calls and site visits to verify time and attendance data submitted to them.

3125Y (pl)