

PROCEDURES FOR INSTRUCTOR TIMECARDS: FACULTY & ADMIN.

Effective Date: 12/16/2020		NOTES:
Faculty Activity:	<p>Upon arriving to prepare for your class session, you will log into: https://app.praxischool.com and use the time clock icon to clock in for your course.</p> <p>SPECIAL NOTE: If you are instructing Vocational Courses (EMT, Paramedic, CCT, or PST) you MUST also track student attendance under your member log in for the program. This is performed the same as the instructor clock in, except you will change the radio button to “Student Name” and type in the first few letters of the person’s name. This system will allow us to track, with greater ease, their clock in/out and total course times which is required by the accrediting body to provide proof that the students have met the attendance requirements of 95% coursework.</p> <p>THE ONLY TIME a paper time sheet will be permitted is in the case of a guest instructor or preceptors assisting in skill evaluation/testing.</p>	<p>Please make sure you are including the following information each time you teach a class:</p> <ol style="list-style-type: none"> 1. The name of the course you are teaching (and if applicable, the topics you are instructing) in the designated “Comment” Box. (described in the attachment) 2. Clock yourself in. <ol style="list-style-type: none"> a. If you are co-teaching a class, you may also clock in under the original faculty member’s log in using the same steps shown in the “How To” document. It is not necessary for one instructor to log out of their account for another faculty to log into praxischool just for the purpose of clocking in or out. 3. Clock yourself out. 4. Submit the usual paperwork for the course including student roster, tests, etc. to my office.
Deadline:	Within 7 days of the course	
Disciplinary Procedures:	<p>I expect to have a window of time in which everyone is getting used to this process, so there will be a grace period of 3 months beginning today. After such time, the disciplinary policy regarding time clock usage is as follows:</p> <ul style="list-style-type: none"> • Any faculty member who teaches a class, but forgets to clock in or clock out for the course session can expect the following disciplinary actions in a rolling 6-month period: <ul style="list-style-type: none"> ○ First Offense: verbal warning. ○ Second Offense: written reprimand ○ Third Offense: suspension of faculty duties for a period of 6 months. • It is the responsibility of the student enrolled in a vocational program to clock in AND clock out for EVERY class/lab session. It is the responsibility of the instructor to ensure that all student time clock activities are recorded accurately. If a VOCATIONAL class session reveals that a student has NOT clocked out appropriately, the assigned Lead Faculty member can expect the following disciplinary actions in a rolling 6-month period: <ul style="list-style-type: none"> ○ First Offense: verbal warning. ○ Second Offense: written reprimand. ○ Third Offense: suspension of faculty duties. 	

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Admin. Activity:	<p>Upon receipt of course documentation including, but not limited to, attendance roster, student enrollment forms, course surveys, and specified course required documents, the administration (completed by either the Education Director or Administrative Assistant) will be expected to access https://app.praxischool.com and run/print a report of the instructor's timecard for the specified course.</p> <p>This timecard must be initialed by the Education Director and a copy along with the roster will be submitted to the COO for payroll processing.</p>	
Deadline:	Two weeks post course submission	