

MEMORANDRUM

To: Per Session Home Instruction Teachers
From: Per Session Home Instruction Office
Re: ACCURATE REPORTING OF PER SESSION TIME

In the past, a number of Per Session Home Instruction teachers have been referred to the Office of Special Commissioner of Investigations for alleged theft of service.

In keeping with the Guidelines of Home Instruction Schools Per Session Handbook please be advised that any misrepresentation or falsification of any documents required to be completed for employment in this program will lead to disciplinary action. The disciplinary action may include immediate dismissal from both your per session activity and your full time teaching assignment, as well as the possibility of criminal charges.

The following items must be strictly adhered to in order to assure that teachers accurately record per session time served:

- All changes in a teacher's per session schedule must be reported to the Per Session Office immediately. This includes teacher absences, student absences, change of scheduled time, change of scheduled days and/or change of teaching location.
- The Per Session Personnel Time Report must reflect the **actual time of instruction** not the time scheduled for instruction.
- If you are serving in a second per session activity, there can be no overlap of time between the two programs. (This means that an employee cannot sign a time sheet for one per session activity for 3:30 P.M. to 5:30 P.M. and from 4:30 P.M. to 7:00 P.M. for another activity.)
- If the per session student assigned to you is unexpectedly unavailable, call the Per Session Office immediately for instructions.
- When signing your Per Session Personnel Time Report, please be aware of the paragraph that states, "...I hereby certify that I have served in the program at the exact time indicated herein. I understand that any material misrepresentation of fact provided by me on this form will result in appropriate disciplinary action."

Please print and sign your name below and return the signed copy today to your supervisor. You may keep the other copy for your records.

I have received, read and understand the contents of this memo.

Teacher's Name (Print)

Teacher's Signature

Date