Employee Time Record Sheet for Mandated Programs 121/02 CALIFORNIA ENVIRONMENTAL QUALITY ACT (K-14) STEP 1. PROJECT DETERMINATION Form Instructions

The purpose of this time record is to collect information on employee time spent working on programs mandated by the State. Do not report time on this form that has already been reported on form 1.6 B-1.

Employee Information

Your name, exact job title, time spent, and description of the activity is required by the State Controller to support the annual claim for reimbursement. The department and location information is used to obtain payroll information when necessary for determining the cost of the time spent on the program.

ACTION: STEP 1. PROJECT DETERMINATION

Common Activities

On the following page is a time sheet to report your participation in the mandated program. Indicate the time spent in hours on each of the reimbursable activities for the above referenced action step:

- A. Providing a notice of proposed action to relevant agencies and persons.
- B. Conducting initial and subsequent studies to determine the impacts and the mitigation of those impacts. Developing a database of information.
- C. Consulting with relevant agencies. Submitting reports and findings to relevant agencies and responding to the requirements of those agencies.
- D. Preparing the draft and final findings and reports for adoption or action by the agency.
- E. Making information available to the public and responding to questions and requests.
- F. Conducting public hearings on the determination.
- G. Providing a notice of determination to relevant agencies and other interested parties.
- H. Providing an administrative appeal process or other process to resolve disputes.
- I. Participating in settlement, mediation, litigation, or other proceedings regarding compliance with the process. Complying with court orders.

If your activity generates work product such as new policy statements, new forms, brochures, meeting agenda materials, please send them along with these forms for our files.

Employee Time Record Sheet for Mandated Programs 121/02 CALIFORNIA ENVIRONMENTAL QUALITY ACT (K-14) STEP 1. PROJECT DETERMINATION

District/COE: San Mateo CCCD

Fiscal Year:

Employee Name			Exact Position Title								
				<u>12mo</u>	/11mo/10r	no/hrly					
Department/Location			Telephone #	Work	Work year length						
	sable Acti		ode 1 Project Determination								
 Providing a notice of proposed action to relevant agencies and persons. Conducting initial and subsequent studies. Developing a database of information. 											
	Conducting initial and subsequent studies. Developing a database of information. Consulting with relevant agencies. Submitting reports and findings. Responding to the other agencies.										
	Preparing the draft and final findings and reports for adoption or action by the agency.										
E. N	Making information available to the public and responding to questions and requests.										
	Conducting public hearings on the determination.										
	Providing a notice of determination to relevant agencies and other interested parties. Providing an administrative appeal process or other process to resolve disputes.										
	Providing an administrative appear process of other process to resolve disputes. Participating in settlement, mediation, and litigation. Complying with court orders.										
NOTE: Only one code entry per line.											
Date:	Activity Code: List A - I	Describe Activity:			Time in Hours	Materials Costs & Expenses:					
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1 1											
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EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify (or declare) under penalty of perjury under the laws of the State of California to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only. PLEASE USE BLUE INK

Employee Signature	Date	Date			
If you have any questions, please contact _	Raymond Chow		, at	358-6742	
PLEASE SUBMIT THIS INFORMATION BY	;TO Suki Chang				