Employee Time Record Sheet for Mandated Programs
121/02 CALIFORNIA ENVIRONMENTAL QUALITY ACT (K-14)
STEP 2. EXEMPTION 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-2.

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 2. EXEMPTION 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.

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121/02 CALIFORNIA ENVIRONMENTAL QUALITY ACT (K-14)
STEP 2. EXEMPTION DETERMINATION

District/COE: San Mateo CCCD   Fiscal Year: _____

Employee Name   Exact Position Title
                                        12mo/11mo/10mo/hrly
Department/Location   Telephone #   Work year length

Reimbursable Activities: Code 2   Exemption Determination
A.   Providing a notice of proposed action to relevant agencies and persons.
B.   Conducting initial and subsequent studies. Developing a database of information.
C.   Consulting with relevant agencies. Submitting reports and findings. Responding to the other 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, 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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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 _____

If you have any questions, please contact Raymond Chow   , at 358-6742   .

PLEASE SUBMIT THIS INFORMATION BY _____ ; TO Suki Chang   .

February 2008