

Employee Time Record Sheet for Mandated Costs
961/75 Collective Bargaining: Grievance Process Reimbursement
Form Instructions

The purpose of this time record is to collect information on employee time spent working on collective bargaining grievances, including informal discussions at the worksite.

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 activities.

Reimbursable Activities:

The State of California reimburses the school districts for several phases of the collective bargaining process only. Generally, the time spent at meeting, telephone discussions, in preparation, for reporting, etc. by district supervisors and managers at all steps of the contract grievance process should be recorded. The State does not reimburse the grievant's time unless a substitute is required, and then only the cost of the substitute is reimbursed.

Cost Components:

Time should be reported according to the district's multi-step process for grievances as described in the current contract. Each step can be reimbursable, even if no "formal" grievance results. For example, many contract related issues that employees discuss with the work site supervisor are actually reimbursable *Step One* informal discussions even though resolution is quickly achieved and a "grievance" is never declared by the parties.

On the back of this sheet is a time sheet to report your participation in the mandated program. Indicate the time spent on each of the reimbursable activities.

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.

Other Reimbursable Costs

Printing, stationary, postage, and other supply costs are usually reimbursable. You must attach to this form copies of vouchers for any expenses incurred. Equipment purchases are rarely reimbursed.

