

**TIME AND EFFORT TRACKING PROCESS
DUE TO THE COVID-19 PANDEMIC
MARCH 30, 2020
COVID-19 PANDEMIC - GUIDANCE #3**

PURPOSE:

The Ohlone Board of Trustees declared a state of emergency for the Ohlone College Fremont and the Newark Center for Health Sciences and Technology [Proclamation of Emergency](#); as such the district could be eligible for reimbursement for activities that would normally not be required or performed except for the COVID-19 pandemic. Among other requirements, the College must document costs associated with the undertaking of emergency measures by recording time spent working on protecting and preserving education, which is considered a critical service.

DURATION:

This procedure is effective March 1, 2020 to December 31, 2020.

DEFINITIONS:

- **Individual Time and Effort Form:** a form that is in addition to the Absence Report to be used specifically to track activities/time spent performing duties related to the COVID-19 pandemic.
- **Group Time and Effort Form:** a form that, in addition to a meeting agenda, logs meeting attendees, the subject of the meeting and duration of the meeting. This form must be used for all group activities conducted as a result of COVID-19.
- **Activities/work due to COVID-19:** leading and attending meetings, webinars, trainings or otherwise conducting work with at least one other person in relation to COVID-19.

APPLICATION/PROCESS:

- **Individual Time and Effort Form:**
For time spent performing work that is related to the pandemic, use the Individual Time and Effort form. Your supervisor will provide instructions on how to complete the form. The form does not take the place of your monthly absence report. Once completed please email the form to Andres Garcia, Department Administrative Assistant for the business office at agarcia31@ohlone.edu for verification and record keeping. [Individual Time and Effort Form 3.30.2020](#)
- **Group Time and Effort Form:**
Time spent in meetings discussing, planning and strategizing that relates to the current pandemic. The meeting organizer is responsible for completing the form and submitting to Andres Garcia, Department Administrative Assistant for the business office at agarcia31@ohlone.edu for verification and record keeping. [Group Time and Effort Form 3.30.20](#)

EXCLUSIONS:

This procedure excludes:

- Regular duties performed as part of your regular responsibilities.
- Training or other professional development activities not related to COVID-19.

Final March 30, 2020