**Employee Time Form**

Employee time is critical in improving student learning; therefore, being present and on time will help maximize student access to support. The Virgin Islands Department of Education (VIDE) includes Employee Time as one of the measures within evaluation. Employee Time is indicated by attendance and punctuality and follows the U.S. Virgin Islands Department of Education Personnel Attendance Policy.

The Policy designates four categories for employee attendance: Outstanding, Exceeds Standards, Satisfactory, and Unsatisfactory. For the purposes of evaluation, the following rating scale is applied:

4 - Outstanding 3 - Exceeds Standards 2 - Satisfactory 1 - Unsatisfactory

**The employee’s supervisor completes the Employee Time Form** based on the employee’s record of attendance and punctuality in TimeForce and submits it **BEFORE** the **Final Summative Evaluation** meeting. A copy of the U.S. Virgin Islands Department of Education Personnel Attendance Policy can be accessed on the VIDE [EES web portal.](http://tle.vide.vi/#http://www.vide.vi/for-employees/educators-portal/vide-es/406-librarian-evaluation-process.html)

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **1**  **Unsatisfactory** | **2**  **Satisfactory** | **3**  **Exceeds Standards** | **4**  **Outstanding** |
|  |  |  |  |
| 13 or more absences | 9-12 absences | 5-8 absences | 0-4 absences |

**Punctuality**

|  |  |  |  |
| --- | --- | --- | --- |
| **1**  **Unsatisfactory** | **2**  **Satisfactory** | **3**  **Exceeds Standards** | **4**  **Outstanding** |
|  |  |  |  |
| 13 or more incidents of tardiness | 9-12 incidents of tardiness | 5-8 incidents of tardiness | 0-4 incidents of tardiness |

**Total Time score** is calculated by averaging the attendance and punctuality scores. TalentEd automatically calculates the **Total Employee** **Time score** when the form is submitted.

**TOTAL TIME SCORE:**

**ADDITIONAL COMMENTS:**