**Employee Time Form**

For any employee of an education system, being present on the job is critical to ensuring that students can access the support needed to maximize learning. The Virgin Islands Department of Education (VIDE) includes time as one of the measures within the employee evaluation system. Time is indicated by an employee’s attendance and punctuality\* and follows the VIDE personnel attendance policy.

The Policy designates four categories for employee attendance and applies the following rating scale:

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

The **employee’s evaluator completes the Time Form** in TalentEdbased on the employee’s record of attendance and punctuality in TimeForce, and submits it **BEFORE** the employee’s **Final Summative Evaluation** meeting. A copy of the U.S. Virgin Islands Department of Education Personnel Attendance Policy can be accessed on the [EES Portal.](http://www.vide.vi)

**Attendance**

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

**Punctuality, if applicable**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1**  **Unsatisfactory** | **2**  **Satisfactory** | **3**  **Exceeds Standards** | **4**  **Outstanding** | **Not**  **Applicable** |
|  |  |  |  |  |
| 13 or more instances of tardiness | 9-12 instances of tardiness | 5-8 instances of tardiness | 0-4 instances of tardiness | If punctuality is not reported based on an employee’s position, the NA score does not impact the final time score. |

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

**TOTAL TIME SCORE:**

\* Punctuality may not be a factor based on an employee’s need to travel to multiple sites.