



BEVERLY HILLS

UNIFIED SCHOOL DISTRICT

EDUCATIONAL EXCELLENCE

MEMORANDUM OF UNDERSTANDING

BETWEEN

BEVERLY HILLS UNIFIED SCHOOL DISTRICT

AND

**THE BEVERLY HILLS EDUCATION ASSOCIATION (BHEA) – OFFICE, TECHNICAL AND
BUSINESS SERVICES (OTBS)**

IMPLEMENTATION OF FRONTLINE TIME AND ATTENDANCE AND ABSENCE MANAGEMENT SYSTEMS FOR SUMMER SCHOOL

PURPOSE:

This Memorandum of Understanding (“MOU”) is entered into by and between the Beverly Hills Unified School District (“District”) and the Beverly Hills Education Association – Office Technical and Business Services Unit (“BHEA OTBS”) to establish basic expectations and responsibilities regarding the use of the Frontline Time & Attendance and Absence Management systems for all OTBS employees.

BACKGROUND:

The District is implementing Frontline as the official timekeeping and absence management platform to promote accuracy, efficiency, and transparency in payroll and leave reporting. This transition requires all OTBS employees to utilize these systems for the recording of work hours and absences.

TERMS AND EXPECTATIONS:

1. Clocking In and Out:

- All OTBS employees are required to clock in at the start of their work shift and clock out at the end of their shift using the Frontline Time & Attendance system.
- Clocking in and out may be done via designated kiosks at worksites, office computer workstation, district-issued mobile device, or assigned laptop computer using the Frontline Mobile App, as appropriate to the employee’s assignment(s) and work location(s).
- Employees are expected to record their time in real time and are prohibited from clocking in or out for another employee (no “buddy punching”).

2. Reporting Absences:

- All absences (e.g., sick leave, personal necessity, vacation) must be reported and recorded in the Frontline Absence Management system as soon as practicable, preferably prior to the start of the scheduled shift, or as soon as the need for an absence is known.
- Employees must follow all established procedures for requesting and obtaining approval for leave, as set forth in District policy and collective bargaining agreement.

3. Accuracy and Timeliness:

- Employees are responsible for the accuracy of their reported work hours and absences to the greatest extent possible.
- ~~Failure to accurately record time worked or absences may result in payroll discrepancies or corrective action as provided by District policy and contract provisions.~~

4. Supervisor Review and Approval:

- Supervisors will review and approve timesheets and absence requests in Frontline, and may follow up with employees if discrepancies or missed punches are identified. Assigned timekeepers may do this as well to only ensure accuracy of reporting.
- Employees must respond within one business day to supervisor requests for clarification or correction.

5. Training and Support:

- The District will provide initial and ongoing training on the use of Frontline systems.
- Employees are expected to participate in training sessions and utilize provided resources to ensure proper use of the systems.

6. Implementation Timeline:

- This MOU will become effective as of June 9, 2025, to July 23, 2025, and will remain in effect for the duration of the district's summer school session for employees assigned to work summer school.

ACKNOWLEDGMENT:

By signing below, both parties acknowledge their commitment to upholding these expectations and supporting the successful implementation of Frontline Time & Attendance and Absence Management for the benefit of employees, payroll accuracy, and operational efficiency.

For Beverly Hills Unified School District:


Signature: 
Jason Healy (Jun 4, 2025 13:18 PDT)

Name/Title: Jason Hasty, Ed.D.

Title: Assistant Superintendent of Business Services

Date: 06/04/2025

For Beverly Hills Education Association – OTBS Unit:

Signature: 

Name: Adelfa E. Kubu

Title: BHEA-OTBS Presiden

Date: 06/05/2025