



Prince George's County Public Schools
PAYROLL SERVICES DEPARTMENT

Signature Required
FILE COPY KEPT IN SCHOOL FOR 5 YEARS

Time TRACKING for ACE AFSCME LOCAL 2250 Members (SECRETARIES only) Classroom or Nurse Coverage over 60 minutes

Pay Period End Date: _____

School Name: _____

Hours Type: Local 2250 Secretary Sub Coverage

Coverage by (Secretary)		Coverage For (Teacher or Nurse)		Start and End Time Coverage Provided		Dates Coverage Provided	Total Hours Worked Per Day	Initials	Entered On Time Card
NAME	EIN	NAME	EIN	<i>Example: 7:15 am-12:15 pm & 1:15 pm to 2:15 pm</i>			<i>(Maximum 6 hours each day)</i>	<i>Secretary Initials</i>	

Principal Signature: _____

Date: _____

Guidelines

1. As outlined in the negotiated agreement, secretaries will not be required to substitute for teachers or nurses except in emergency situations and for a limited and reasonable duration.
2. Hours of nurse coverage should only be hours when students are in nurses office and not for full daily hours of the secretary or nurse.
3. Secretaries who sub for teachers or nurses will be paid 50% of their regular hour rate for all time over 60 minutes.

ACE AFSCME Local 2250 Members (Secretary) for Teacher or Nurse Coverage

This form should be used to track classroom or nurse coverage hours worked by a secretary. Timekeepers should report Nurse or Teacher coverage pay for secretaries on a biweekly basis on the OTL Timecard using hours type "Local 2250 Secretary Sub Cover."

Instructions

This document is designed to track time for ACE AFSCME Local 2250 Members (secretary).

1. Fill in the pay period ending date and school name at the top of the form.
2. Fill in the name(s) of the secretary covering for teacher or nurse. One line per secretary per day.
3. Fill in the name(s) of the teacher or nurse for whom substitute coverage was provided on the appropriate line in the chart. If this is for a vacant position, designate **Vacancy** on the "Coverage For" line.
4. Fill in the start and end time of the hours for which coverage was provided for each day.
5. Provide the number of hours worked each day (maximum of 6 hours) in the column designated for this information according to the requirements list below. This is for hours occurring after the first hour (60 minutes). Per union contract, the first hour is not compensable so should not be included in the total hours being entered for payment on this form or on the online timecard.
6. Fill in the date or dates that the coverage was provided in the column designated for this information. This must be a single date such as 10/16/07 for each line.
7. Secretary must initial each line each day
8. These 7 steps should be done daily, and the time entered on the online timecard daily.
9. Principals must review and approve the assignments covered, the dates of the coverage and the hours worked.
10. The union contract says:
 - M. School secretaries will not be required to substitute for teachers, **nurses, etc.** except in emergency situations and for a limited and reasonable duration **and will be paid 50% of their hourly rate in addition to their regular hour rate for all time worked over 60 minutes in these situations.**
11. The document must be kept along with other payroll documents for the pay period and held for period of 5 years.