



Personal Leave Accrual

New Personal Leave Accrual Policy

Personal Leave will now accrue **twice** per year.

Half of the days will be accrued on **July 1st**.

The other **half** will be accrued for 2nd Semester.
The full Personal Leave balance for the fiscal year will still be **available to use immediately**.*

***Note:** Employees are allowed to use leave that is **available** but not yet **accrued**. However, if they resign or retire before the end of the year, they would need to pay back any leave (*Personal Leave, Sick Leave, and Vacation*) that was used but not accrued (earned).

DESP

Professional Development Day

Summer DESP

Professional Development Day

Thursday, August 18th

8:00 am—11:30 am

Layton High School

174 Day Employees (Full & Part-time):

This will be **EXTRA DUTY** pay:

"Extra Duty Classified / TCLK - DESP PD Day"

These hours will be paid from the employee's default program for their position.

Employees working **MORE than 174 days**, will clock in to their **REGULAR** job assignment.

Don't give the "TCLK—DESP PD Day" assignment to any employee working more than 174 contract days.

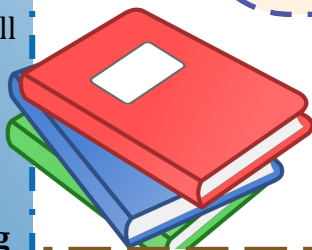
See Page 2 for more information regarding employees who work 178 contract days.



Reminder:

Classified employees who were 176 days last year but are now 174 days (school days only) will be paid Extra Duty if they attend the two scheduled DESP Professional Development days:
August 18th & January 17th.

Note: Some Secondary Secretaries will still be 176 contract days and will have 2 days they will need to work when school is not in session.
August 18th & 19th will be contract days for them (in the Time System).



2 Extra Duty Training "Days" for Full-time, 174-day Employees

Full-time, 174-day employees can work the equivalent of **one full day** on each of the DESP Professional Development days: August 18th and January 17th. (These employees were moved to 174 days this year to match the school days in the Time Clock system. However, they are still authorized for **176 days**, with 2 days set aside for training and professional development.)

Example: The P.D. Day on August 18th is scheduled for **3.5 hours**.

An employee contracted for 6.5 hours per day could return to their school to work an additional 3 hours, which would give them a full day of pay. They should clock back into the **"TCLK—DESP PD Day"** assignment and enter punch comments (i.e. "finishing contract hours at school").



Mandatory Racial Harassment Training



back
to
school

The mandatory Racial Harassment Training is being held on Thursday, August 18th:

1. School Based Employees:

- Each high school (except Layton High) will host the school based employees from their cone in the auditorium from **8:00 am—10:00 am**
- **Layton High School** will host the school based employees from their cone from **1:00 pm—3:00 pm** in the auditorium

2. Non-School Based Employees:

- Non-school based employees will attend training at **Farmington High School** from **1:00 pm—3:00 pm** in the auditorium

NOTE: Layton High School will also host “Make-Up” training sessions on Friday, August 19th. There will be TWO sessions:

- **8:00 am—10:00 am**
- **1:00 pm—3:00 pm**

This is required training for **all employees. Attendance will be taken via QR code. Employees who are unable to attend the training on August 18th or 19th should see their supervisor to make arrangements to receive the training at a later time.*

For employees Working **174 Days or Less** (FT & PT) — this will be **Extra Duty pay:**

“Extra Duty Classified / TCLK—Racial Harassment Training”

These hours will be paid from the employee's default program for their position.

Employees working **more than 174 days** will clock in to their **REGULAR** job.

******Don't give the TCLK—Racial Harassment Training assignment to any employee working MORE than 174 days.******

178 Day Employees: DESP P.D. Day & Equity Training Nutrition Services Managers & Elementary Media Specialists

- ♦ They have **FOUR** days to work when school is not in session.
- ♦ Clock in to their **regular job** for the DESP & Racial Harassment trainings
(hours count toward the extra hours they need to work to complete their contract)

Time Clock Example: 178 Days at 7 hours per day

- 3 contract days (for a total of 21 hours) the week of 8/14 to 8/20
- Attend DESP P.D. Day AND Racial Harassment Training (clock in to regular job)
- P.D. Day (3.5 hours) + Racial Harassment Training (2 hours) = 5.5 hours
- The rest of their hours should be completed **at their school**

NOTE: Nutrition Services is having a training on Friday, August 12th. The Nutrition Services Coordinators will communicate with their Managers regarding clocking in and out for that training and their 3 contract days before school starts.

School is in session
174 days

- ♦ **174 day**, full-time employees only work school days
- ♦ **176 day**, full-time employees must work 2 additional days
 - * August 18th
 - * August 19th
- ♦ **178 day**, full-time employees must work 4 additional days
 - * August 17th
 - * August 18th
 - * August 19th
 - * January 17th

Search for
“Organizational Positions” in Encore to pull up a report with the number of contract days each employee works.

