



JULY

The Sequel

Personal Leave Accrual

DESP Professional Development

The Summer DESP Professional Development Day is Thursday, August 18th from 8:00 am—11:30 am at Layton High School. (see attached flyer)
SAVE THE DATE for the Winter PD Day on January 17, 2023!

174 Day Employees (Full & Part-time):

This will be **EXTRA DUTY pay** since they only work the days school is in session.

They will need to be given the following remote pay assignment to clock in to:

Extra Duty Classified / TCLK -DESP PD Day

These hours will be paid from the employee's default program for their position. If they have **multiple positions** the hours will be paid at the **RATE** and **from the program** for the position the remote pay assignment is assigned under. Please pay attention to what position you use for the assignment for these employees!

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 days.

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

- Nutrition Services Managers
- Elementary Media Specialists



Happy Pioneer Day!

New Accrual Policy

In the past, **all** Personal Leave for the year was accrued at the beginning of the school year. Personal Leave will now be accrued **TWICE** each year. **Half** of the days will be accrued on **July 1st** and the **other half** will be accrued in **February**.

The full balance for the fiscal year will still be **available to use immediately**.

Balances	
Leave Type	Balance Available
Personal Leave	25.90 33.90
Sick	329.90 401.90
History	
All Leave Types	
7/12/2022 (Tuesday)	
Sick - ACCRUAL	+8.00 h
7/1/2022 (Friday)	
Personal Leave - BEGIN_BALANCE	+17.90 h
7/1/2022 (Friday)	
Personal Leave - ACCRUAL	+8.00 h

Leave Summary Example

Beginning Balance: 17.9 hours

July 1 Accrual: 1 day (8 hours)

Available: 33.9 hours (8 hours still to be accrued)

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

Please make note of this change with Personal Leave because, as employees start coming back to work and looking at their leave, you will be getting questions about this. (*Sick Leave and Vacation have always accrued throughout the fiscal year.*)

Reminder:

Classified employees who were previously 176 days will now be 174 days (school days only) plus 2 DESP Professional Development days, which will be paid as Extra Duty.



Mandatory Racial Harassment (Equity) Training

There is also a mandatory Racial Harassment Training on Thursday, August 18th. Due to training conflicts that week, the training will take place as follows:

1. School Based Employees: August 18th

- Each high school (except Layton High School) 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 on August 18th from 1:00 pm—3:00 pm

2. Non-School Based Employees: August 18th

- All NON-SCHOOL BASED employees will attend the training at Farmington High School from 1:00 pm—3:00 pm (in the auditorium)

****NOTE:** Layton High School will also host 2 "Make-Up" training sessions for employees who could not attend the training on August 18th.

This make-up training will take place on Friday, August 19th in 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 at the end of each training.

Employees Working 174 Days or Less (FT & PT): This will be Extra Duty pay.

They will need to be given the following remote pay assignment to clock in to:

Extra Duty Classified / TCLK-Racial Harassment Training

These hours will be paid from the employee's default program for their position. If they have multiple positions the hours will be paid at the RATE and from the program for the position the remote pay assignment is assigned under. Make sure you select the correct position!

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

For 178 Day employees: These hours will count toward their EXTRA CONTRACT DAYS and should NOT be paid as extra duty. (see below)

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



**178 Day Employee
"Time Clock Calendar"**

Extra Contract Days:

- August 17th
- August 18th
- August 19th
- January 17th

178 Day Employees: DESP P.D. Day & Equity Training Explanation

178 Day Employees: Nutrition Service Managers and Elementary Media Specialists

Employees who work 178 days have FOUR days to work when school is not in session. They should clock in to their REGULAR job for the DESP & Racial Harassment trainings and those hours will count toward the additional hours they need to work to complete their contract. They should NOT be paid extra duty.

Time Clock Example: 178 Day Employee working 7 hours per day

- Will be expected to work 3 days: Aug. 17, 18 & 19 (for a total of 21 hours the week of 8/14 to 8/20)
- If they attend the DESP Professional Development Day they should clock in to their REGULAR job
- When they attend the Racial Harassment Training they should clock in to their Regular job.
- **If they attend the P.D. Day (3.5 hours) and Racial Harassment Training (2 hours), they will have worked 5.5 of their 21 contract hours. The rest of the 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 so they will know how to handle clocking in and out for this training and their 3 contract days in August.

