

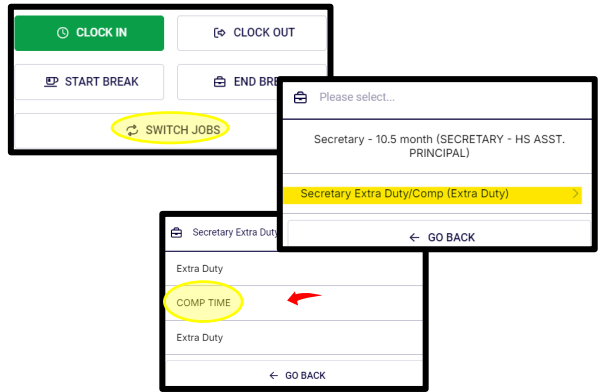


Secretary – Compensatory Time

If recording all clocked hours:

Record work time using Red Rover - JOB TYPE – RSPA EXTRA DUTY/COMP

Add Notes: Assist parent conferences

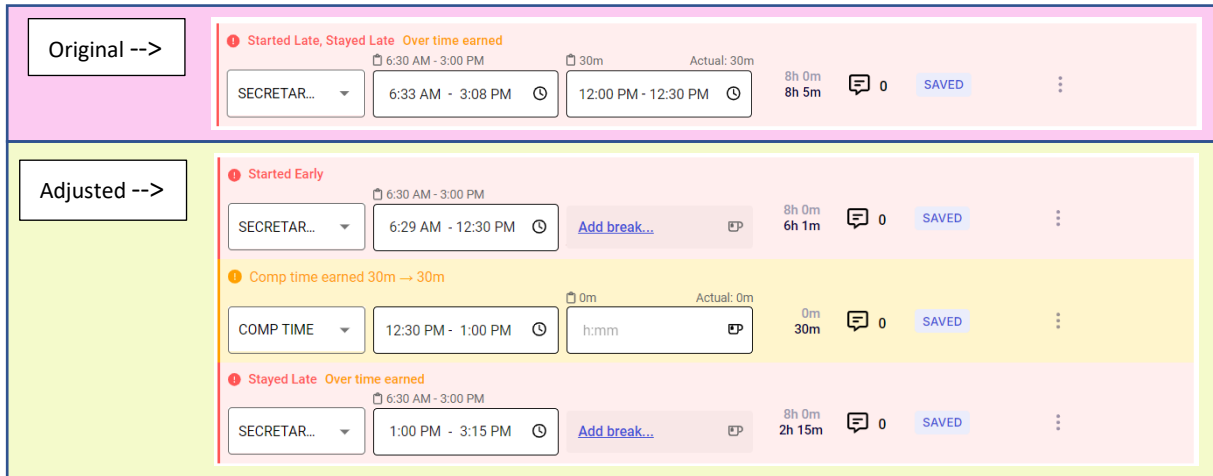


If covering less than full day:

Record work time using Red Rover – JOB TYPE - REGULAR ASSIGNMENT

Adjust timesheet to record COMP HOURS for the hours worked

Add Notes: Covering absent secretary-Missed Lunch



Hours earned are automatically added to your Comp Time bank and can be used by entering a COMP absence.

Compensatory time is not intended to be accrued or "banked" for use as an extended absence or vacation time. All compensatory time earned should be used or submitted for payment within the fiscal year (July 1 – June 30) it was earned. Carrying over compensatory time to the next fiscal year is not permitted. Any remaining hours will be paid out by the last pay of the fiscal year earned.

Category	Used	Planned	Remaining
Starting balance			
Category: Sick Hours	16h 30m	0m	83h 52m
Approved Leave (max 24h 0m)	0m	0m	24h 0m
Family illness (max 80h 0m)	16h 0m	0m	64h 0m
Incentive Day (max 0m)	0m	0m	0m
Other	30m	0m	0m
Comp Time	0m	0m	3h 30m
Vacation	8h 0m	80h 0m	0m

Per Article 10.05 C. (Hours of Work) of the Master Agreement, when it is necessary for a secretary to work additional time, the method of **compensation must be mutually agreed upon** in writing by the member’s supervisor and the member **before** the overtime is worked. If an agreement is not reached, compensatory time is not permitted, and any additional time worked will be paid as wages.