

**LATE Time Payment Request for ACE AFSCME LOCAL 2250 Members
 (SECRETARIES only)
 Classroom or Nurse Coverage for over 60 minutes**

To: **Payroll Services**

Employee Name (print): _____ EIN: _____

School Name: _____ Hours Type: Local 2250 Secretary Sub Cover

Coverage For (Teacher Name)		Date(s) Coverage Provided	Hour(s) Coverage Provided
Name	EIN		<i>(Hours must be for each day – not to exceed 6 hours)</i>

Employee Signature _____ Date _____

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. 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.
2. 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 is to be used to request payment of late time for classroom or nurse coverage time by a secretary. This form is only to be used if the time was not entered timely on the online timecard. Submit the Retro Payment Forms to Payroll Services. Payment will be done within two pay periods.

Instructions

The document is designed to report late time for one ACE AFSCME Local 2250 Member (secretary).

1. Fill in the employee name, EIN and school name of the ACE AFSCME Local 2250 Member (secretary) for whom reimbursement is being requested.
2. Fill in the name(s) of the teacher or nurse for whom substitute coverage was provided on the lines provided in the chart. If this is for a vacant position, designate **Vacancy** on the "Coverage For" line.
3. 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.
4. 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.**
5. Principals must review and approve the assignments covered, the dates of the coverage and the hours worked.
6. The union contract states:
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.
7. The document must be kept along with other payroll documents for the pay period and held for period of 5 years
8. Deliver the Retro Payment Form to Payroll Services via email to your Payroll Clerk.