



Sherriel Sullivan <sherriel.sullivan@pgcps.org>

Timekeeper Notice Oct 29 2020

1 message

Wilma Marks <wilma.marks@pgcps.org>
To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>
Bcc: Sherriel.Sullivan@pgcps.org

Thu, Oct 29, 2020 at 4:08 PM

Hello all,

I hope you are all doing well. Please remember you can reach out to me if you have any questions.

1. Employees who earn annual leave but wish to use sick leave for a sick or ill family member can not use their sick leave for this purpose or for regular medical appointments of any kind. They must use their annual leave for their family's medical issues/concerns. Please refer to the contract language for each bargaining unit attached below. An excerpt is referenced below.

4. Use of Sick Leave

b. Sickness in family.

A member of the Unit with one or more years of service in Prince George's County **who does not earn annual leave** may use up to the maximum of their annual allotment of sick leave for immediate family illnesses.

2. **Revised Thanksgiving payroll processing schedule:** This year the payroll staff will have a very limited payroll processing time for the pay period ending November 20, 2020. The Payroll Office will be working on a condensed payroll schedule due to the Thanksgiving Holidays (November 25, 26, & 27). We will not have the same time to make changes and updates that normally occurs on Monday and Tuesday. **It is imperative that all employees' time is entered correctly by noon on November 20, 2020.** If the time is not entered by the stated deadline, employees will run the risk of not being paid on November 27, 2020. **Any late or missing time for employees is received after 12 pm on November 20, 2020, the time will not be processed until the payroll staff returns after the Thanksgiving break.** Please check and enter time daily to ensure time is accurate and timely for all employees to include temporary employees and substitutes. If you have any questions, please contact your respective payroll specialist.

3. Payroll has been informed that Kirwan grant covering pay to subs used by teachers doing SPED work is in place for the current year. We have been given the cost string to use. Please enter pay for subs as usual then send the attached form to wilma.marks@pgcps.org so that payroll staff can document and change the costing string accordingly.

Sincerely,

*Wilma Marks**Supervisor Operations and Procedures**Payroll Services**301-952-6351**Fax: 301-952-6088**Strategic, Input, Consistency, Connectedness, Relator*Click [HERE](#) to go to the **Payroll Office** Website!Click [HERE](#) to go to the **Absence Management** Website!Click [HERE](#) to go to the **Leave (Use or Lose) Calculator** for all PGCPS unions!

Click [HERE](#) to go to the **Internal Revenue Service (IRS) Tax Withholding Calculator!**

*******Providing excellent customer service is very important to us*******

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2 attachments



Bargaining Unit sick leave for family member illness.docx
99K



PRS-120-SPED Substitute Teacher Coverage Per Kirwan Commission Fund Grant 2019-20.pdf
186K

Bargaining Unit/Union Contracts Language About Sick Leave Usage for Family Member Illness

Local 2250/ACE AFSCME

b. Sickness in Family

A Unit I member with one or more years of service in Prince George's County who does not earn annual leave may use up to the maximum of their annual allotment of accumulated sick leave for serious illness of members of the family residing permanently in the household. The Unit I member will certify in writing that such a serious illness exists. Exceptions to the residence requirement will be made by the Chief Human Resources Officer.

PGCEA

G. Sickness in Family: A member of the bargaining unit with one or more years of service in Prince George's County who does not earn annual leave may use up to the annual maximum of his or her accumulated sick leave for serious illness of members of the family residing permanently in the household. The employee will certify in writing that such a serious illness exists. Exceptions to the residence requirement may be made by the Chief Human Resources Officer.

Local 400/SEIU

In addition, a classified employee who does not earn annual leave and has one or more years of service with the Prince George's County Public Schools may be permitted to use up to the maximum of their annual allotment of sick leave per year for serious illness in the immediate family. The employee must present a statement from the doctor stating that a member of the family is seriously ill. Member of the family is considered to be anyone who is residing permanently in the household of the employee.

ASASP II

b. Sickness in Family: A member of the Unit one or more years of service in Prince George's County who does not earn annual leave may use up to the maximum of their allotment of sick leave for immediate family illnesses.

ASASP III

A member of the Unit with one or more years of service in Prince George's County who does not earn annual leave may use up to the maximum of their annual allotment of sick leave for immediate family illnesses.



**Prince George's County Public Schools
PAYROLL SERVICES DEPARTMENT**

SPED SUBSTITUTE TEACHER COVERAGE PER KIRWAN COMMISSION FUNDS GRANT

School Name: _____

Pay Period End Date: _____

Substitute Teacher or Paraprofessional Name <i>Please Print or Type</i>	Sub Teacher or Para Assignment Number	PLEASE CHECK ONE	SPED Teacher Name <i>Please Print or Type</i>	SPED Teacher Assignment Number	Specific Date Worked	Time Worked (Half/Whole Day)
		<input type="checkbox"/> SUB <input type="checkbox"/> PARA				
		<input type="checkbox"/> SUB <input type="checkbox"/> PARA				
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Time Approver Signature: _____

Print Name: _____

Title: _____

Date: _____

SPED SUBSTITUTE TEACHER COVERAGE PER KIRWAN COMMISSION FUNDS GRANT

This form should only be used for substitute teacher payment request for SPED teacher IEP 5 days per year. For the pay period, include all SPED teachers who used one or more of their IEP days as allowed per contract and grant. Timekeepers should report Substitute Teacher days to Payroll Supervisors and Director by Monday midday Sub Timecard due date.

PGCEA Contract: Article 7 – Teacher Assignment, paragraph M:

Special Education teachers will be released from teaching and other duties at least five (5) days per school year to work on paperwork/ IEP compliance at their work location. These days will be scheduled through agreement between the teacher and principal with no more than two (2) occurring in any one quarter. Teacher requests for the placement of these days will not be unreasonably denied. Substitutes shall be provided to cover any teaching or co-teaching assignments. 1. Agreed upon release time shall be in addition to any other school district provided leave or preparation time. 2. To the extent possible, employees shall have access to computers, printers, software and all other appropriate materials necessary to complete IEP's.

Instructions

1. Fill in the school name and pay period end date.
2. Fill in the name(s) and EIN(s) of the substitute teacher(s) who provided coverage and SPED teacher(s) that substitute coverage was provided for on the lines provided in the chart.
3. Please check box to indicate if sub teacher or paraprofessional covered for the SPED teacher.
4. Fill in the date(s) 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.
5. Indicate if the time worked was whole or half day
6. Principals must review and approve the assignments covered, the dates of the coverage and the times worked.
7. The document must be kept along with other payroll documents for the pay period and held for period of 5 years.