

Principals' Meeting

November 26, 2008

FLSA

To do:

- 1) Read enclosed materials. Questions? Contact
Fran Allen, Manager, Office of Personnel Services, 8936
Dan Capozzi, Manager, Office of Staff Relations, 2095
Ed Dieffenbach, Director, Office of Payroll, 4240 x 255
Cynthia Hamlet, Personnel Officer, Office of Support Services Personnel,
7874
- 2) Meet with BACE-represented employees. We suggest a separate meeting with clerical/office professionals and paraeducators. We also suggest that you discuss these materials with teachers so that they do not assume or expect office staff and paraeducators to work without compensation.
Distribute employee letter to BACE-represented employees
Review its contents thoroughly with them
- 3) Obtain signed "Employee Acknowledgment Form"
Send signed originals to Office of Support Services Personnel
Keep a copy for your files
Give copy to employee
- 4) Give new reporting procedures to your office payroll timekeeper
Additional time worked should be transferred from the "Authorization" form to the Biweekly Payroll Report. *NOTE: the time sheets have been revised and will be single ply, laser printed. As in the past, send the completed, signed original to the Office of Payroll on "payroll Friday" and make a copy for your files.*
Report COMP TIME EARNED in hours and minutes (e.g., 1.4 = 1 hour 40 minutes) using new code, "U"
Report COMP TIME USED in hours and minutes using new code, "N"
Comp time will appear on employee pay stubs and other payroll reports
- 5) Monitor employee accrued comp time carefully
Permit employees to use accrued comp time within a reasonable time – usually within 2 pay periods from its accrual
Employees will request comp time using revised Notification of Absence card available from Office of Distribution Services, 6345
- 6) Implementation: December 2008

