

Intradistrict Communication

DATE: October 31, 2019

TO: All Principals, Directors and Supervisors
 School/Department Administrative Assistants

FROM: John Larsen, Business Administrator
 June LeMaster, Administrator of Human Resources
 Brent Burge, HR Administrator Classified
 Sarah Palmer, Director of Payroll

SUBJECT: Classified Part-Time Employee Work Hour Maximums UPDATE

This memo replaces earlier memos with the same subject.

With the increasing difficulty in recruiting and retaining qualified 17-hour part-time classified assistants, assistants working in designated positions listed below will be allowed to work an additional eight hours, for a total up to 25 hours/week, with principal/director approval. **School funds must be used to pay the additional hours worked** as the District only budgets to pay 17 hours/week.

Positions eligible to work up to 25 Hours/week if the school pays for up to eight additional hours/week:

- 17-hour classroom assistants (Regular Education)
- 17-hour office assistants
- 17-hour daycare assistants
- 17-hour elementary part-time assistant custodians (adult night supervisor)
 - Must follow custodial staffing budget allocations
- 17-hour instructional assistants (Special Education)
- 17-hour media assistants

The process to follow for implementation will depend on whether the additional hours (up to eight) per week (total of up to 25 hours/week) will be temporary or permanent as follows:

Trade Time (Same Position/ Same Budget)	<ul style="list-style-type: none"> • The principal may authorize the use of Trade Time where extra hours worked in one week are offset with less hours worked the next week. Hours worked in any given month should not exceed 25 hours/week on average. 	
Temporary <ul style="list-style-type: none"> • Generally less than six weeks; or • Inconsistent/infrequent use. 	TrueTime	<ul style="list-style-type: none"> • Email Payroll to add additional budget(s) to TrueTime. Indicate the time length of the temporary increase. • Hours worked will be paid based on the TrueTime login. • If the assignment is short term, Payroll will remove after the temporary assignment timeframe. • Budget usage requires approval from appropriate District budget director. (i.e. Special education, YIC, K-3, AOS, etc.) to ensure eligibility and funding. • <u>The employee must clock in and out when transitioning from one budget to the next.</u> • The pay rate for the additional hours will be at the pay rate of the primary 17-hour position.
	Skyward	<ul style="list-style-type: none"> • No Change Required– Only the main assignment will be reflected in Skyward.

	Frontline (AESOP)	<ul style="list-style-type: none"> • Assistants who are scheduled to work less than 25 hours/week may substitute on an emergency basis only. The employee will not be entered in Frontline but must be set up with an emergency substitute code in TrueTime. • Assistants may not work more than 25 hours/week in combination with their current assignment and any substitute hours (emergency sub, covering for other assistants, etc.).
Permanent – Long term changes only.	TrueTime	<ul style="list-style-type: none"> • No TrueTime Change - Only one TrueTime Record will be active. • All hours worked are submitted under the single TrueTime record.
	Skyward	<ul style="list-style-type: none"> • Submit a change form to HR to increase FTE (Maximum 25 hours/week - .625 FTE). The form must indicate the appropriate budget and percentage from each. • Budget usage requires approval from appropriate District budget director. (i.e. Special education, YIC, K-3, AOS, etc.) to ensure eligibility and funding. • Only one assignment will be reflected in Skyward. • The pay rate for the additional hours will be at the pay rate of the primary 17-hour position. • All hours worked will be divided between the budgets based on the FTE percentage in Skyward.
	Frontline (AESOP)	<ul style="list-style-type: none"> • Assistants who work 25 hours/week will not be allowed to substitute teach.

Budgets

As a reminder, 17-hour assistants are not being authorized to work up to 25 hours from the District 0050 budget. Extra hours beyond the normal hours must be paid from school budgets. Schools have multiple budgets to pay for employees. For example, pool hours, summer hours, student testing, activities, Trust Lands, In Lieu, TSSA, etc. If you are in doubt as to who oversees a particular budget, please consult your AOS. For purposes of calculating retirement or benefit eligibility, **all work hours, regardless of which budget the employee is paid from will be counted towards retirement and benefit eligibility. Therefore, it is imperative that a hard cap of 25 hours/week be adhered to.**

Reporting

Principals and school administrative assistants should become familiar with TrueTime reporting functions which are included with this JAM memo and are linked below.

[Monthly Hours Report – By Program](#)

[Monthly Hours Report – By Location](#)

[Monthly Hours Report – By Paycode in TrueTime](#)

It is each supervisor's responsibility to ensure part-time employees do not work more hours than allowed each year. Payroll will be conducting frequent audits to ensure compliance. If an employee exceeds his/her allowed hours, he/she will be required to reduce his/her hours for the remainder of the school year, or in some cases, will not be allowed to work the balance of the school year. The school or department may be responsible to pay for any retirement costs associated with a part-time employee exceeding allowed hours.

Time Keeping

Currently, all part-time employees use TrueTime to document actual hours worked. The employee must be compensated for time worked. You may not ask an employee to modify hours worked on TrueTime unless a time entry error has occurred. If an employee is exceeding hours, the employee should be provided warnings not to exceed approved hours. Inaccurate reporting of time will be considered a falsification of payroll records.

We appreciate your assistance in ensuring employees do not exceed the hours allowed. If you have questions regarding hours of work for assistants, please contact our office.

Cc: Cabinet