



Prince George's County Public Schools  
 PAYROLL SERVICES DEPARTMENT

Signature Required  
 FILE COPY KEPT IN SCHOOL FOR 5  
 YEARS

PGCEA Unit I Members Extended Duty Day Compensation  
 Use for Time TRACKING

Pay Period End Date: \_\_\_\_\_

School/Office Name: \_\_\_\_\_

***Hours Type: Extended Duty PM Pay***

		Total Nights worked	Dates Coverage Provided	Initials	On Time Card
PGCEA Unit 1 Member Name	EIN	<i>(Maximum 2 days)</i>		<i>Initials of Unit 1 member</i>	

Time Approver Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Guidelines**

1. This document is intended to capture hours that may have been worked by PGCEA members for overnight student activities. PGCEA members will be paid \$200 per night. This amount is payable up to a maximum of 2 nights.

# PGCEA Unit I Members Extended Duty Day Compensation

This form should be used to track time which timekeepers will report on a biweekly basis using the OTL Timecards, "Extended Duty PM Pay" hours type.

## **Instructions**

The document is designed to submit time for one pay period for PGCEA Unit I member(s) for overnight event duty.

1. Fill in the Pay Period Ending Date and School name at top of form.
2. Fill in the name(s) and EIN(s) of the teacher doing the overnight work
3. Provide the # of nights worked up to a maximum of 2 days
4. Provide the date(s) that the extended duty was provided for in the column designated for this information.
5. Each Teacher is required to initial beside the line each day coverage is provided.
6. These steps should be done daily, and the time entered on the online timecard daily.
7. Time Approvers must review and approve the assignments covered, the dates of the coverage and the hours worked.
8. The document must be kept along with other payroll documents for the pay period and held for period of 5 years.

## **L. EXTENDED DUTY DAY COMPENSATION**

**1. Unit I members assigned and completing overnight activities with students at Camp Schmidt, and Hard Bargain Farm shall be paid two hundred dollars per night in additional compensation, up to a maximum of two nights, if the assignment is not a part of the member's regularly assigned duties for the position as noted in the position description.**