



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice correction

9 messages

Wilma Marks <wilma.marks@pgcps.org>

Fri, Mar 26, 2021 at 3:27 PM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: "Hudson, Frieda" <frieda.hudson@pgcps.org>, Bonnie Tippett <Bonnie.Tippett@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Ethel Taylor <ethel.taylor@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Patricia Hall <phall@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>

Hello Timekeepers,

The Timekeeper Notice of 3/24 included an error. Please see corrected language below:

1. A notification from the Office of Chief of Human Resources has been sent to Associate Superintendents to reiterate the rules for which employees can be used to cover for an absent teacher. Some important points in the notice are noted below. Please read the attached notice carefully and share with your time approvers to ensure all are aware of these rules.

* **Interpreters**, paraprofessionals and secretaries can be used to cover for absent teachers in emergency situations.

* Emergencies are "a set of unexpected and non-recurring circumstances of short duration."

* The positions listed below are **not** to be used to cover for absent teachers and are not eligible to be

- In-School Suspension Monitors (ISSM)
- Itinerant Special Education Assistants (ISEA)
- Parent Engagement Assistants (PEA)
- Dedicated Aides (Temporary Employees)
- Security Assistants (SA)
- School Nurses

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!](#)

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Cynthia Holland <cynthia.holland@pgcps.org>

To: Wilma Marks <wilma.marks@pgcps.org>

Cc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, "Hudson, Frieda" <frieda.hudson@pgcps.org>, Bonnie Tippett <Bonnie.Tippett@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Ethel Taylor <ethel.taylor@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Patricia Hall <phall@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>

Thank you for the clarification.

Cynthia Holland
Avalon Elementary
Principal Secretary
301-449-4970

<https://pgcpsmdc.scriborder.com/>
<https://offices.pgcps.org/registration/>

If you are requesting records, transcripts or verification of enrollment. Please use the link above for your request.

If you need to withdraw or transfer your student. Please complete a withdrawal/transfer form and return via this email. Withdrawals are processed Mondays & Wednesday's.

[Quoted text hidden]

Patricia Bobbitt <patricia.bobbitt@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Feb 11, 2022 at 12:37 PM

Ms. Marks

I have a question regarding the ISEAs below. Is the reason they cannot sub due to the union contract? I'm looking for wording regarding this in their contract (2250) and I cannot find it.

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Patricia Bobbitt <patricia.bobbitt@pgcps.org>

Fri, Feb 11, 2022 at 12:58 PM

The ISEAs are not listed as eligible for such payment in their union contract. The contract only gives information on who is eligible.

Wilma Marks

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[Quoted text hidden]

Patricia Bobbitt <patricia.bobbitt@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Mar 17, 2022 at 11:53 AM

Ms. Marks

If possible can you share the original attachment that went with the email below please. There is some confusion all of a sudden over here on who can work as subs in the building. I want to distribute it to my administrators.

Patricia P. Bobbitt

Principal's Secretary, Bookkeeper, Timekeeper

Martin L. King Jr. Middle School

[4545 Ammendale Road](#)

[Beltsville, MD 20705](#)

patricia.bobbitt@pgcps.org

Main Office: (301) 572-0650 Fax Number: (301) 572-0668

Health Room: (240)297-6111

Guidance Office: (240) 297-6117 Guidance Fax (301) 931-6589



[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Patricia Bobbitt <patricia.bobbitt@pgcps.org>

Thu, Mar 17, 2022 at 12:00 PM

Hello,

Certainly. Here is the content from the March 26, 2021 Timekeeper Notice email.

[Quoted text hidden]

[Quoted text hidden]

Patricia Bobbitt <patricia.bobbitt@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Mar 17, 2022 at 12:27 PM

And they are not permitted to offer the staff below comp time to cover classes either correct? I was asking about an attachment because in the sentence it says please read attached. I was making sure there wasn't an attachment.

[Quoted text hidden]

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Patricia Bobbitt <patricia.bobbitt@pgcps.org>

Thu, Mar 17, 2022 at 12:55 PM

I'm sorry. That should have said below not attached.

If by comp you mean "off the books" leave... that is illegal and should never be done.

Wilma Marks
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Fax: 301-952-6088

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[Quoted text hidden]

Patricia Bobbitt <patricia.bobbitt@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Mar 17, 2022 at 12:57 PM

Thank you very much Ms. Marks, I am having a time here to get them to understand these things. I appreciate the assistance.

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