

## PCM 23-24 Staff Handbook Updates

### **Additions:**

- **Timesheets & Holidays (page 20):** Added a responsibility for hourly employees to fill in their Holiday hours on their timesheets.
  - **Bullet point added:** under “Your responsibility is to:”
    - Fill in Holiday hours\*
- **Timesheets & Holidays (page 20):** Added a section detailing which Holidays hourly employees can claim and how many hours each employee can input based on their full-time equivalent (FTE) status.
  - **Language added:** \*Hourly employees are entitled to get paid for hours on Federal holidays that fall on workdays (Memorial Day, July 4th, New Years, Christmas, etc.) and will only get paid according to their full-time equivalent based on an 8-hour workday. For example, a 0.5 FTE employee would get paid 4 hours.
- **School breaks and hourly employees (page 20):** added language stipulating that hourly employees are not entitled to hours during long term school closures.
  - **School Breaks:**
  - During long term school breaks (spring and winter breaks), hourly employees are not entitled to any pay unless the employee is asked to come in and work during the break. If this occurs, all typical timesheet practices must be followed.