

MEMORANDUM OF UNDERSTANDING
BETWEEN THE PALISADES CHARTER HIGH SCHOOL (PCHS)
AND
PALISADES EDUCATIONAL SUPPORT PERSONNEL UNITED (PESPU)

May 16, 2017

The purpose of this memorandum is to jointly explain the use and purpose of the recently implemented time clocks for PESPU members. The intention of the time clock was to not make any substantive changes to the employees working conditions but to ensure accuracy to payroll and paychecks.

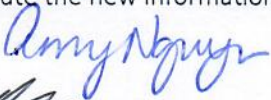
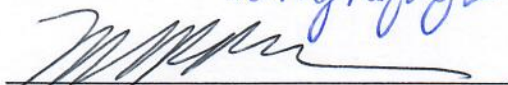
PCHS and PESPU have worked together to answer the following questions that have arisen:

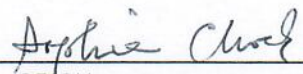

1. How and where are the times recorded? The times are recorded by ADP and kept in the ADP Cloud.
2. Can the times be adjusted? Yes, if there is an error, by request of the employee or by the employer after notification to the employee. No times will be adjusted without knowledge of the employee.
3. Is the employee able to check his/her records? Yes, each employee is given an account and login information.
4. Is there a grace period at clock-in before the employee is docked? Yes, currently the grace period is ten (10) minutes. At eleven (11) minutes and thereafter the employee is docked pay. However, if the employee makes up the time at the end of the day the pay will not be docked.
5. If the employee takes a full or partial day leave how is that recorded? Currently, all leaves must be recorded through Aesop.
6. How is overtime recorded or credited? Any time worked over fifteen (15) minutes must be paid as overtime at the overtime rate. The employee is required to have overtime preapproved. If desired, the employee's supervisor may counsel with the employee to see why this is happening and may redirect his/her work.
7. How does an employee choose a leave of the same day after the Aesop cut off time that same day? The employee would need to contact the payroll office or the HR specialist on the same day to change or specify a leave in Aesop.
8. Is there a record of time adjustments? The employer and the employee should both keep records of any time adjustments in case they need to be referred to later.

9. Any other questions of hours and overtime should be found in Article 9 of the Collective Bargaining Agreement between PCHS and PESPU.

10. If the employer finds it necessary to discipline an employee the discipline procedures found in Article 14 of the Collective Bargaining Agreement between PCHS and PESPU shall apply.

The parties agree that if additional questions arise they will meet to discuss the issue(s), determine the answers and distribute the new information to PESPU members in a timely fashion.



For PCHS



For PESPU

May 16, 2017
DATE

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