

Prince George's County Public Schools PAYROLL SERVICES DEPARTMENT

## PGCEA Unit I Members Extended Duty Day Compensation Use for Late Time

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

School/Office Name:				
		Total Nights worked	Dates Coverage Provided	Comments
PGCEA Unit 1 Member Name	EIN	(Maximum 2 days)		

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.

PRS-124 Revised 12.14.22

## **PGCEA Unit I Members Extended Duty Day Compensation**

This form should be used to report late time which was not entered on the OTL Timecards as "Extended Duty PM Pay" hours type.

### **Instructions**

The document is designed to submit time for one pay period for PGCEA Unit I members for overnight event duty.

- 1. Fill in the Pay Period Ending Date and School/Office name at top of form.
- 2. Fill in the name(s) and EIN(s) of the Unit 1 doing the overnight work
- 3. Provide the # of nights worked (maximum of 2 days)
- 4. Provide the date(s) that the extended duty was provided for in the column designated for this information.
- 5. Time Approvers must review and approve the assignments covered, the dates of the coverage and the hours worked.
- 6. The document must be kept along with other payroll documents for the pay period and held for period of 5 years.
- 7. The contract language states:

#### 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.

# Prince George's County Public Schools + 14201 School Lane + Upper Marlboro, MD 20772 + www.pgcps.org