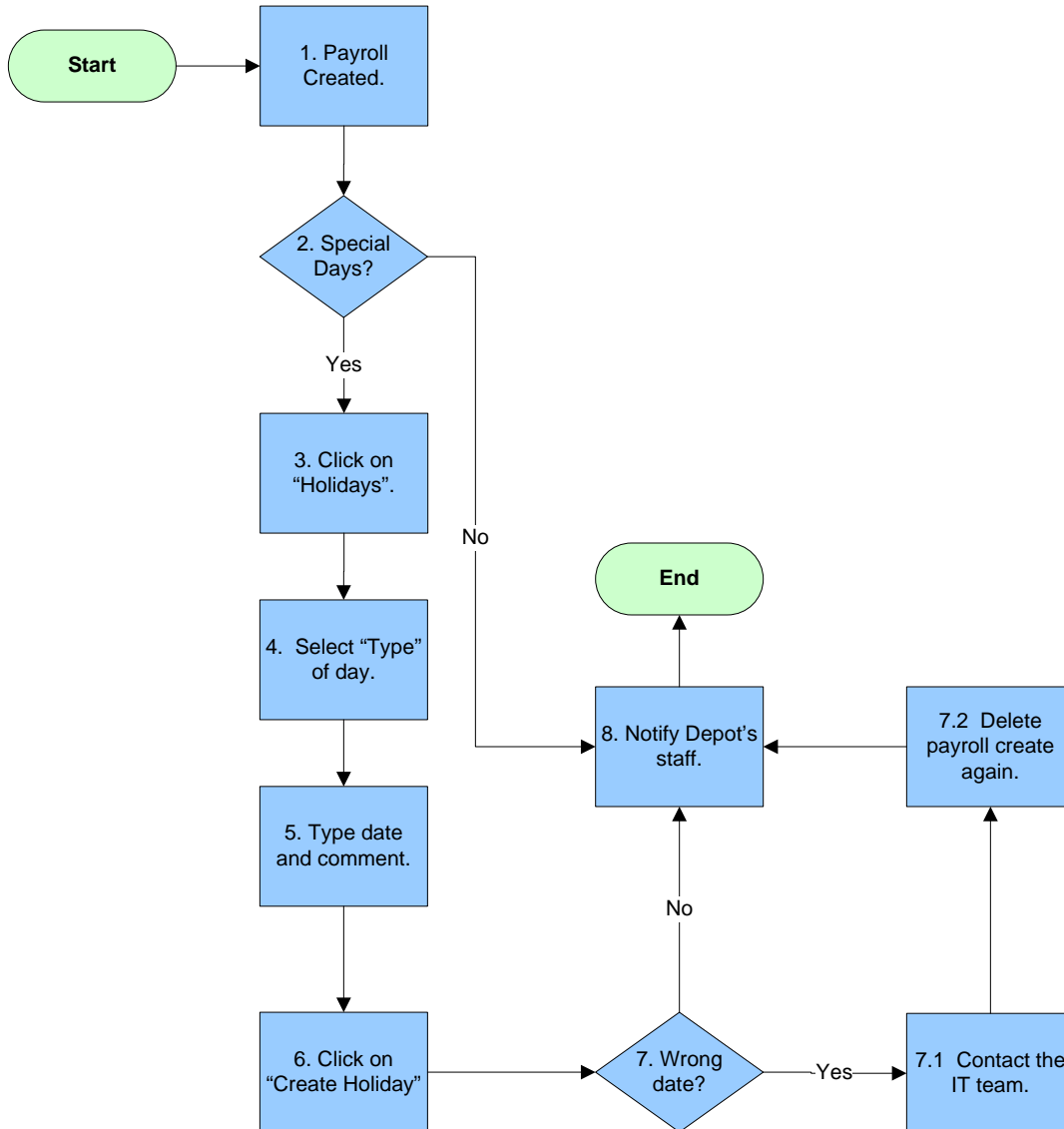


Timekeeping Process

Special Days

09/28/2010

Todd Watkins - Director



- There are some similarities and differences between the special days:
1. **Orientation.** It happens once a year when the school year starts at the end of August.
 - a) No pay for Negative Difference
 - b) No pay for ABN activities.
 2. **COMAR meeting** It happens twice a year, mainly during October and January.
 - a) No pay for Negative Difference
 - b) No pay for ABN activities.
 - c) ABA activities change to REG.
 - d) Under Dispatch, no "Open Routes" are displayed.
 - e) It pays 4 hours to 9210T and 6510T Temps. Timekeeper must verify attendance, deleting payment from those who didn't attend and charging leave instead.
 - f) It pays 4 hours to all 2910 and 2920 Sub-subs. Timekeeper must verify attendance, deleting payment from those who didn't attend.
 3. **Holiday.**
 - a) No pay for Negative Difference
 - b) No pay for ABN activities.
 - c) Under Dispatch, no "Open Routes" are displayed.
 - d) All scheduled (REG and ABA) hours are changed to HOL.
 4. **NPS day.**
 - a) No pay for Negative Difference
 - b) No pay for ABN activities.
 - c) Under Dispatch, no "Open Routes" are displayed.
 - d) All scheduled (REG and ABA) hours are changed to NPS.
 5. **Early Dismissal.**
 - a) No pay for Negative Difference
 - b) No pay for ABN activities.
 - c) ABA activities change to REG. (?)
 6. **EMR day.**
 - a) No pay for Negative Difference
 - b) No pay for ABN activities.
 - c) Under Dispatch, no "Open Routes" are displayed.
 - d) All scheduled (REG and ABA) hours are changed to HOL.