

Secretary FAQs

Q1: Do I need to clock in and out for lunch?

Yes. If your lunch break is interrupted due to an emergency or task assigned by your supervisor, you will be compensated for that time. Otherwise, you should be clocking in and out daily for your duty-free lunch break. Any time worked beyond what is listed on your Letter of Assignment should be pre-approved by your supervisor whenever possible.

Q2: If there is a late start or an early out and I had already planned on being absent for the day, will my leave be adjusted to reflect the shorter day?

No. Secretaries' schedules are not impacted by school delays or early outs.

Q3: Can I use “comp time” instead of sick, family sick, or personal leave?

No. Secretaries are compensated for the hours actually worked. If your hours worked equals more than 40 in one week (Sunday-Saturday), then you will be compensated at 1.5 times your regular rate of pay for anything in excess of 40 hours.

Q4: When am I eligible for overtime pay?

Overtime compensation is paid when actual hours worked exceed 40 hours in one work week (Sunday-Saturday). Paid leave is not considered hours worked.

Q5: What is the minimum leave increment permissible?

The minimum increment of leave deducted is one hour.