

Surprise, surprise there have been Keenan Issues once again. I have spoken with Dustin and Kilee in Human Resources (they are the ones who check and sign the time cards off to be paid). I am clearing up some issues in this email and will once again attach my July Tip of the month at the end of this email for all of you to review.

I have been told by multiple people that secretaries are telling them the following things:

1. You don't get paid for the training (All certificated members get paid to do them on their own time, classified does not, they get to do them on their work time).
2. Don't print out the certificates (yes do and save them for yourself. 5 years ago, it deleted mine and because I had the certificates, I didn't have to retake them).
3. Just put the time the certificate says (No, that is an estimated time, some people will take a longer or shorter amount of time)
4. Fill it out on a different time card (You fill out the times on the white certificated supplemental time card (I attached mine in this email as a sample). However, don't put any other training or PDs on the time cards, just the Keenan Trainings.

Other issues:

1. Some people are taking more than the allotted time estimated by Keenan (AVUSD will pay you up to the allotted time and no more (223 minutes).
2. Don't time yourself, it will be off. Use the information in the tip of the month to see your actual time.
3. Rounding, but not using the rounding rules. (AVUSD rounds to the nearest quarter-hour or every 15 mins.
4. Human Resources want the time in minutes, not fractions (see my time card).
5. On my attached time card, if I went over the allotted time, I put the suggested time in there so my total would be correct. (Sorry if my handwriting is terrible)
6. If you want to bypass the secretaries all together you can and send your time card to Human Resources attention Kilee Caudell.
7. You have until 9/18/19 to get them done (on your own time) otherwise you will not receive payment and be pulled out of class to do them.
8. Human Resources is checking for the following: That you did them on your own time outside the 7 hours and 11 minutes of the duty say and that how much time you took to complete each section.

I hope this helps clear everything up. Lastly, some people aren't getting my emails because they are going into spam, so ask your colleagues did you get that email from Kristy? If they didn't, have them check their spam folders and add me into their email contacts. Thank you so much for all of your questions and concerns about this.