

July 2019 Tip of the Month

Keenan Training, oh how I love thee, let me count the ways....not. It is that time of year for us to complete these trainings and we do have to do them. Many times, last year when I was representing members on a variety of issues, these came up because of violations that the member made in one of these categories, even though all of the employees completed each of them. Fortunately, we will get paid our hourly rate of \$50.00, but here are some steps to remember before completing them.

First, do all of them completely, do not skip or fast forward (the D.O. can see that you did and will only pay you for the time it took you to complete them.)

Second, print out each training certificate (or at least save as a pdf and email it to your work email) just in case they ask or suddenly say you didn't complete them.

How to view the time it actually took you to complete each training by following these steps.

First, go to your training history by either clicking on the picture of the arrow inside the clock on the left-hand side of your Keenan screen or go up top to your name and click on training history.

Second click on the training's picture.

Third, there will be a list of that training sections and the time it took to complete them one by one.

Fourth, add them up (remember to divide the minutes/seconds separately by 60 to get accurate times)

Tip: You can even print the page out and add to your timecard.

Finally, fill out a timecard: listing each training and times (the time it took you, not the estimated completion time) and sign. Make a copy for your records, please. Once completed, give to your site's secretary that deals with adjunct duties.

IMPORTANT:

If you do the trainings during a contracted duty day (even teacher work days), you cannot time card it! (You would be double dipping)

Don't Lie, they will check and then it could result in an unprofessional conduct or frauding the government issue.