





September 15, 2020

MEMORANDUM

To: **Supervisory Staff** 

From: Jeffrey Carpenter, Jr.
 Director, Employee and Labor Relations

Kristi I. Murphy, Ed.D. 
 Chief Human Resources Officer

Re: Daily Hours (Local 2250 and Local 400)

As we enter the new school year, this memorandum serves as a reminder of how to apply contract language regarding daily hours, lunch, and breaks to ensure alignment with the negotiated agreements between the respective bargaining units and the Board of Education of Prince George's County Maryland.

The below guide will assist in ensuring employees work the appropriate hours. In accordance with Administrative Procedure 4160 - *Employee Conflict of Interest*, employees are expected to fulfill their PGCPS responsibilities, prohibited from engaging in other employment opportunities during the established work hours and expected to be available during these times unless they have taken some form of leave.

Bargaining Unit	Pay Table	Daily Hours	Duty-Free Lunch	Break (included in work hours)	Total Hours
ACE-AFSCME, Local 2250	Paraprofessional & Interpreter (100)	7 hours excluding lunch	30 minutes	↑ Full-time*** employees only - 15 minutes AM and 15 minutes PM ↓	7.5
	Automotive & Maintenance (200)	8 hours excluding lunch	30 minutes		8.5
	Food Services (400)*	Hourly employees	No lunch per the negotiated agreement		---
	Transportation (500)	8 hours excluding lunch	30 minutes		8.5
	Healthcare (600)	7 hours excluding lunch	30 minutes		7.5
	Clerical & Technical (700)	8 hours excluding lunch	30 minutes		8.5
SEIU Local 400	Classified Personnel**	8 hours excluding lunch	30 minutes	15 minutes every 4 hours worked	8.5

* ACE-AFSCME, Local 2250 - All employees are entitled to a thirty (30) minute duty-free lunch, except Food Services employees.

** SEIU Local 400 is inclusive of all classified personnel in the Plant Operations Department unless otherwise stated in the negotiated agreement. Per the negotiated agreement, in the 8-hour work-day, breaks scheduled by the supervisor are included.

*** Full-time employees are benefits-eligible employees who occupy a .6 FTE or above.

c: ACE-AFSCME, Local 2250
 Service Employees International Union (SEIU) Local 400