

AMS entry - Clarification for Support Staff

| Support Staff | <u>District PRO-D Day</u> | <u>Non- Instructional Days</u> | <u>School breaks (Xmas, spring break, summer)</u> |
|---|--|--|---|
| Regulars (10/11 month Clerical, Library Clerks, Bus Drivers) | No entry in AMS to attend CUPE pro-d unless sick, then AMS entry and doctor's note required. | NI days are work days. If away from work then entry in AMS is required. If wanting to use a vacation day, need to email the AMS helpdesk. | No entry in AMS by employee. NTWK (not worked code) will be entered by HR in AMS or if vacation hours are available then VAC (vacation code) will be entered by HR in AMS. |
| Regulars (EAs, Support Workers, Program Workers) | No entry in AMS to attend CUPE pro-d unless sick, then AMS entry and doctor's note required. | NI days are days without pay unless approved to work by PVP (PVP to request AMS helpdesk to enter "add to pay" in AMS). Without pay entry will be entered by HR in AMS (NI day). If wanting to use a vacation day, need to email the AMS helpdesk. | No entry in AMS by employee. NTWK (not worked code) will be entered by HR in AMS or if vacation hours are available, then VAC (vacation code) will be entered by HR in AMS. |
| Regulars (Custodians, Maintenance Workers, Computer Techs, Print shop and 12 month Clerical) | No entry in AMS to attend CUPE pro-d unless sick, then AMS entry and doctor's note required. | NI days are work days. If away from work then entry in AMS is required. | Entry in AMS by employee is required for all days away from work. |
| CTemps in a posted assignment (10/11 month Clerical, Library Clerks, Bus Drivers) | Work day or can choose to attend pro-d (if space is available + need to pay for their own lunch). No entry in AMS required. | NI days are work days. If away from work that day then entry in AMS is required. | No entry in AMS by employee. NTWK (not worked code) will be entered by HR in AMS. |
| CTemps in a posted assignment (EAs, Support Workers, Program Workers) | Can attend pro-d on their own time (if space is available + need to pay for their own lunch). NTWK (not worked code) will be entered by HR in AMS. | NI days are days without pay unless approved to work by PVP (PVP to request AMS helpdesk to enter "add to pay" in AMS). Without Pay entry will be entered by HR in AMS (NI day). | No entry in AMS by employee. NTWK (not worked code) will be entered by HR in AMS. |

AMS entry - Clarification for Support Staff

| Support Staff | <u>PRO-D Day in February</u> | <u>Non- Instructional Days</u> | <u>School breaks (Xmas, spring break, summer)</u> |
|--|--|---|---|
| CTemps in a posted assignment (Custodians, Maintenance Workers, Computer Techs, print shop and 12 month Clerical) | Work day or can choose to attend pro-d (if space is available + need to pay for their own lunch). No entry in AMS required. | NI days are work days. If away from work then entry in AMS is required. | Entry in AMS by employee is required for all days away from work. |
| Temps in a posted assignment (10/11 month Clerical, Library Clerks, Bus Drivers) | Can attend pro-d on their own time (if space is available + need to pay for their own lunch). NTWK (not worked code) will be entered by HR in AMS. | NI days are work days. If away from work then entry in AMS is required. | No entry in AMS by employee. NTWK (not worked code) will be entered by HR in AMS. |
| Temps in a posted assignment (EAs, Support Workers, Program Workers, Supervision Assistants) | Can attend pro-d on their own time (if space is available + need to pay for their own lunch). NTWK (not worked code) will be entered by HR in AMS. | NI days are days without pay unless approved to work by PVP (PVP to request AMS help desk to enter extra/misc in AMS). Without Pay will be entered by HR in AMS (NI day). | No entry in AMS by employee. NTWK (not worked code) will be entered by HR in AMS. |
| Temps in a posted assignment (Custodians, Maintenance Workers, Computer Techs, print shop and 12 month Clerical) | Can attend pro-d on their own time (if space is available + need to pay for their own lunch). NTWK (not worked code) will be entered by HR in AMS. | NI days are work days. If away from work that day then entry in AMS is required. | Entry in AMS by employee under LWOP is required for all days away from work. |
| CTemps or Temps on call or in a dispatch | Can attend pro-d on their own time (if space is available + need to pay for their own lunch). | N/A | N/A |