

Tracking your time

In accordance with Article 52, Section 3 of the CBA, PSC meetings are to be conducted on duty time.

The Agency agrees that PSC meetings are to be conducted on duty time, generally not to exceed two (2) hours per pay period. Additional time may be granted, upon request, for committee members unless staffing and workload do not permit. It is the responsibility of the PSC chairperson to inform the manager of the need for the committee to meet.

When you are performing your PSC work, and are otherwise in a duty status, it should be logged on the CRU-ART as *Duty Time, Other*. Currently this is a locally adapted selection on the duties drop down list and may not appear at your facility. If this is the case please contact us. We are working at the national level to have this option appear at every facility as a required option. Do not allow the agency to log your work as anything other than duty time.

This time is set aside solely for Professional Standards work. Please help us ensure its longevity by not abusing this time.

Occasionally, you will find that to effectively work a case and to maintain confidentiality, you will be processing a case outside of your workday. While this is rare, we want you to be aware that this possibility does exist as you perform your role as a Professional Standards Committee member.