

From: [Minor, Derin](#)
To: [Bowles, Harold](#)
Cc: [Lopez, Yolanda](#); [Chan, Rose](#); [Torres, Marco](#); [Kattchee, Susan](#)
Subject: RE: 1021 PPT benefit - Work Hours for Saavedra Arnold PPT
Date: Monday, January 06, 2014 4:15:40 PM

Harold,

I sent you an email on Friday clarifying the PPT work shift for employees in our division, in the email I also advised you to contact me if you had any questions. You did not contact me, instead you called the Payroll back and also Greg Johnson regarding this issue. To be clear 40 hours is the equivalent of FT which is a different classification. You are not authorized to change the classification of any employee. The standard practice for assigning PPT staff is not to exceed 38 hours per week as I stated in my previous email.

Please confirm that you understand this and have adjusted the shift back to ensure that Arnold and any other PPT employee reporting to you only works a maximum of 38 hours per week. Thank you in advance for your immediate attention in regards to this matter. Again if you have any questions please contact me. Thank you!

Derin

From: Chan, Rose
Sent: Monday, January 06, 2014 1:59 PM
To: Minor, Derin; Lopez, Yolanda
Cc: Bowles, Harold
Subject: FW: 1021 PPT benefit - Work Hours for Saavedra Arnold PPT

Please assist in answering Harold's question. Thanks!

Rose

From: Bowles, Harold
Sent: Monday, January 06, 2014 1:51 PM
To: Chan, Rose
Cc: Minor, Derin
Subject: RE: 1021 PPT benefit - Work Hours for Saavedra Arnold PPT

Rose – the information you sent me is quite enlightening and does not state either directly or implicitly that there is a 38 hour work week limitation for PPT employees. So, perhaps your “*understanding*” is not accurate.

From: Chan, Rose
Sent: Monday, January 06, 2014 1:39 PM
To: Bowles, Harold
Cc: Minor, Derin
Subject: 1021 PPT benefit - Work Hours for Saavedra Arnold PPT

As per your question over the phone this morning; I am attaching the MOU page regarding PPT.

To my understanding PPT should not work 40 hours as full time, if you have any question, please refer to Derin Minor.

Rose Chan

Payroll Personnel Clerk III, Human Resources

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