



# Student Support Advocates

## Supplemental Contract FAQs

**Q:** *Has there been an increase in the hours of our workdays?*

**A:** Yes, the County approved a supplemental SSA contract that will allow for you to have an **additional hour** in each workday between now and December 31, 2024.

**Q:** *Will this arrangement continue beyond December 31, 2024?*

**A:** This arrangement is only currently available through December 31, 2024. If the County offers additional funding beyond that, we'll certainly consider the available options at that point.

**Q:** *Are we considered 8-hour employees now?*

**A:** No. You are still designated as 7-hour employees in your SSA role. You will need to submit an online timecard for the extra hour each day.

**Q:** *Is the extra hour each day required?*

**A:** No, this is optional.

**Q:** *Example: If we only work 3 extra hours one week, can we work 7 extra hours in another week to make up for it?*

**A:** You can't work more than 40 hours in a week, because this would require overtime, and the funds aren't intended to support that. The total additional hours you work must be equal to or less than the number of workdays each week.



**Q:** *Example: Can we work two extra hours on a couple days in a week and not work the additional time on other days in the same week so that it doesn't exceed 5 that week?*

**A:** Yes, as long as the number of additional hours doesn't cause you to work more than 40 hours in a given week, you can arrange your additional hours to best meet the need(s) that week.

**Q:** *When do we need to submit our online timecards?*

**A:** As a helpful reference, the table below shows the deadline to submit your online timecard in order to be compensated on the corresponding paycheck.\*

Submit your hours to timecard online <b>by this date</b> ...	...in order to be paid for them on <b>this</b> month's paycheck
April 12, 2024	May
May 10, 2024	June
June 7, 2024	July
June 28, 2024	August
August 9, 2024	September

*\*An updated table for the fall will be sent out once the payroll information becomes available.*

**Q:** *Is there funding to support additional non-student days?*

**A:** Yes, the County's additional funds will also pay for up to **10 additional days** for each of you so that you can 1) close out the school year, 2) prep for the start of next school year, 3) provide services as needed during spring break or in the summer, and 4) so you can participate in the suicide prevention training efforts during the October 2024 Learning Improvement Day