

# HCEA WORKLOAD TEMPLATES

*RESPONSES & TEMPLATES*



**HOWARD COUNTY**  
EDUCATION ASSOCIATION

## E-MAIL TEMPLATES

---

### *CLICK TO NAVIGATE*

Certificated staff who want approval for additional hours.....	2
Certificated staff who do not want approval for additional hours .....	3
Non-Certificated “Non-Exempt” staff who want approval for additional hours.....	4
Non-Certificated “Non-Exempt” staff who do not want approval for additional hours.....	5
Non-Certificated “Exempt” staff who want approval for additional hours.....	6
Non-Certificated “Exempt” staff who do not want approval for additional hours .....	7

---

## Certificated staff who want approval for additional hours

Here is a sample response you can use to communicate with administrators if you don't have enough time in the day to complete all of your assigned tasks. Please use this template if you would like your administrator to get approval for you to work the additional hours you need to complete the tasks (and to be compensated for those hours).

Dear **[Administrator]**,

I am writing to inform you that there is not enough time in my duty day to complete all of my duties and assignments. Because I am required to be prepared for instruction tomorrow, I did not have time to complete **[list lower-priority tasks assigned by admin, such as Medicaid paperwork, etc.]**.

The only time I could complete these tasks would be during my lunch time, planning time, or after my duty day has ended. Am I authorized to work additional hours beyond my duty day to finish these assignments? I anticipate that it will take approximately **[XX hours/minutes]** for me finish the work, so please let me know how you would like me to proceed.

Sincerely,

**[Your Name]**

## Certificated staff who do not want approval for additional hours

Here is a sample response you can use to communicate with administrators if you don't have enough time in the day to complete all of your assigned tasks. Please use this template if you do NOT want approval for additional compensated hours, or if you would like to stick to your contractual duty day (without working additional hours beyond that).

Dear **[Administrator]**,

I am writing to inform you that there is not enough time in my duty day to complete all of my duties and assignments. Because I am required to be prepared for instruction tomorrow, I did not have time to complete **[list lower-priority tasks assigned by admin, such as Medicaid paperwork, etc.]**.

The only time I could complete these tasks would be during my lunch time, planning time, or after my duty day has ended. Since the HCEA contract protects my lunch time and planning time, and I am not authorized to work additional hours beyond my duty day, how would you like to proceed?

Sincerely,

**[Your Name]**

## Non-Certificated “Non-Exempt” Staff who want approval for additional hours

Here is a sample response you can use to communicate with your supervisor if you don't have enough time in the day to complete all of your assigned tasks. Please use this template if you would like your supervisor to get approval for you to work the additional hours you need to complete the tasks (and to be compensated for those hours).

Dear **[Supervisor]**,

I am writing to inform you that I am approaching the end of my duty day, but there has not been enough time in the day for me to finish my assigned tasks. My day consisted of **[list priority task(s) here, such as student-centered work alongside my classroom teacher or non-school based administrative tasks]**, so I was unable to complete your requested task **[insert lower-priority tasks your supervisor asked you to complete]**. The only time I could complete these tasks would be during my lunch or break time, or after my duty day has ended. Am I authorized to work additional hours beyond my duty day to finish these assignments? I anticipate that it will take approximately **[XX hours/minutes]** for me to finish the work. As a non-exempt employee, I must be paid for any additional hours worked under the Fair Labor Standards Act, so please let me know how you would like me to proceed.

Sincerely,

**[Your Name]**

## Non-Certificated “Non-Exempt” staff who do not want approval for additional hours

Here is a sample response you can use to communicate with your supervisor if you don't have enough time in the day to complete all of your assigned tasks. Please use this template if you do NOT want approval for additional compensated hours, or if you would like to stick to your contractual duty day (without working additional hours beyond that).

Dear **[Supervisor]**,

I am writing to inform you that I am approaching the end of my duty day, but there has not been enough time in the day for me to finish my assigned tasks. My day consisted of **[list priority task(s) here, such as student-centered work alongside my classroom teacher or non-school based administrative tasks]**, so I was unable to complete your requested task **[insert lower-priority tasks your supervisor asked you to complete]**. Since I am not authorized to work overtime, I plan to leave at the end of my duty day. Please let me know if you would like me to prioritize my tasks differently going forward.

Sincerely,

**[Your Name]**

## Non-Certificated “Exempt” staff who want approval for additional hours

Here is a sample response you can use to communicate with your supervisor if you don't have enough time in the day to complete all of your assigned tasks. Please use this template if you would like your supervisor to get approval for you to work the additional hours you need to complete the tasks (and to be compensated for those hours).

Dear **[Supervisor]**,

I am writing to inform you that I am approaching the end of my duty day, but there has not been enough time in the day for me to finish my assigned tasks. My day consisted of **[list priority task(s) here, such as student-centered work alongside my classroom teacher or non-school based administrative tasks]**, so I was unable to complete your requested task **[insert lower-priority tasks admin asked you to complete]**. The only time I could complete these tasks would be during my lunch or break time, or after my duty day has ended. Am I authorized to work additional hours beyond my duty day to finish these assignments? I anticipate that it will take approximately **[XX hours/minutes]** for me finish the work. Although I'm an exempt employee, I do fall under the ESP Negotiated Agreement for Central Office Technical work hours and must be paid for any additional hours worked, so please let me know how you would like me to proceed.

Sincerely,

**[Your Name]**

## Non-Certificated “Exempt” staff who do not want approval for additional hours

Here is a sample response you can use to communicate with your supervisor if you don't have enough time in the day to complete all of your assigned tasks. Please use this template if you do NOT want approval for additional compensated hours, or if you would like to stick to your contractual duty day (without working additional hours beyond that).

Dear **[Supervisor]**,

I am writing to inform you that I am approaching the end of my duty day, but there has not been enough time in the day for me to finish my assigned tasks. My day consisted of **[list priority task(s) here, such as student-centered work alongside my classroom teacher or non-school based administrative tasks]**, so I was unable to complete your requested task **[insert lower-priority tasks admin asked you to complete]**. Although I'm an exempt employee, I do fall under the ESP Negotiated Agreement for Central Office Technical work hours and must be paid for any additional hours worked. Since I am not authorized to work overtime, I plan to leave at the end of my duty day. Please let me know if you would like me to prioritize my tasks differently going forward.

Sincerely,

**[Your Name]**