

Guidelines for Allowing Extra Time and Overtime for Non-Exempt Staff

The chart below provides administrators with the existing guidelines for allowing extra time and overtime to be worked.

It is important to follow the practice of coordinating compensatory time for any extra time or overtime worked.

Staff Category (Pay Table)	Guidelines for Allowing Extra and Overtime to be Worked
Building and Grounds Staff – Maintenance Technicians	The need for extra time and overtime shall be determined by the director of the department. Compensatory time shall be awarded when reasonable; however, it is recognized that compensatory time may not always be appropriate for this group of employees as a first option – example: weather-related periods when more than one technician is needed to work additional hours or the number of hours is too many to reasonably be accommodated with compensatory time.
Clerical and Specialist Staff	Any need to work additional hours which cannot be accommodated with compensatory time may be approved by the account manager of the school or department AND must be paid for with the school or department budget – i.e., the timesheet must reflect the account code from which the budget funds will be transferred to compensate the employee.
Custodial Staff	Building checks are required by qualified school staff on any calendar day that the school is not in session. Compensatory time shall be awarded to the employee within the same workweek. One hour compensatory time shall be granted for one day’s building check. If circumstances require additional time due to a problem, then additional work time beyond the one hour shall be recorded on the timesheet as appropriate. Most other additional time needed is expected to be handled through compensatory time. Incidental coverage for absent employees must be accommodated with compensatory time as a first measure. However, it is recognized that in certain situations, compensatory time may not always be appropriate for this group of employees as a first option. Examples include weather-related periods or community use of facilities when the

	<p>number of hours is too many to reasonably be accommodated with compensatory time. In these cases, the need for extra time and overtime shall be determined by the principal or building administrator.</p>
Food Service Staff	<p>When an after school function is held at one of our schools by an outside agency or school-sponsored function and the kitchen is needed, it is required that a food service staff be present (Ref. Regulation 721). The wage for these functions is separated based on the function of the employee and paid accordingly. The “lead” worker, or the worker in charge, is paid at a rate equal to the top step of the cafeteria employees’ published pay scale. Any other cafeteria staff assisting with the function is paid the “helper” rate which is equal to step 13 of the same published scale. It is important that the particular function is designated on the employees’ timesheet to assure proper payment.</p> <p>All time in excess of the contracted hours, however, should be closely monitored and limited by the cafeteria manager. Any need for extra hours and/or overtime shall be determined and approved by the principal or building administrator.</p>
Instructional Aides	<p>Any need to work additional hours which cannot be accommodated with compensatory time may be approved by the account manager of the school or department AND must be paid for with the school or department budget – i.e. the timesheet must reflect the account code from which the budget funds will be transferred to compensate the employee.</p>
Information Technology Technical Staff	<p>The need for extra time and overtime shall be determined by the director of the department. Compensatory time shall be awarded when reasonable, however, it is recognized that compensatory time may not always be appropriate for this group of employees as a first option – example new construction and installations when more than one specialized staff person is needed to work additional hours or the number of hours is too many to reasonably be accommodated with compensatory time.</p>
Transportation – Mechanic Staff	<p>The need for extra time and overtime shall be determined by the director of the department. Compensatory time shall be awarded when reasonable; however, it is</p>

	<p>recognized that compensatory time may not always be appropriate for this group of employees as a first option – example: weather-related periods when more than one technician is needed to work additional hours or the number of hours is too many to reasonably be accommodated with compensatory time.</p>
Transportation – Bus Drivers	<p>It is recognized that extra time and overtime may not be avoidable for bus drivers due to weather, special runs, traffic, and field trips. Additionally, it is recognized that compensatory time may not be a reasonable option because it may require a substitute to fulfill the regular transportation duty. Therefore, the director of transportation shall deploy staff in the most efficient and cost effective manner as possible within the practices of the school division.</p>