

OVERTIME EXPENDITURES REGULATION

Finance and/or the Division of Non-Instructional Services shall provide monthly reports to the Superintendent and all department managers demonstrating the overtime paid to employees including, but not limited to, the total amount of overtime earned year-to-date per employee as well as identifying the overtime cap to which each employees is subject.

Wherever possible, the District will attempt to realign the hours of a workday to reduce overtime, particularly regarding, but not limited to, Custodians, Maintenance Workers, Safety Officers, and Transportation Dispatchers. Such realignment shall include, but is not limited to, the following:

1. Custodial building checks will be modified for the winter months.
2. Breakfast Program Overtime will be eliminated and coverage will be accomplished by adjusting the work schedule.
3. All daily overtime in the maintenance department will be eliminated and coverage will be accomplished by adjusting the work schedule.
4. Transportation dispatcher overtime will be minimized by adjusting the work schedules in that department.

GENERAL PROCEDURES

Approval: All overtime is subject to review and approval by the department supervisor or, in the case of an administrator, the Superintendent and/or his/her designee. The review conducted by the department supervisor or Superintendent and/or his/her designee shall include, but will not be limited to, an assessment of the employee's attendance, including lateness and absence, and job performance.

Overtime Record: All employees are responsible for monitoring and maintaining a record of his/her overtime hours and remaining within the specified overtime cap, unless authorization has been granted to exceed the overtime cap.

Overtime Cap Waivers: All requests to waive the overtime cap must be submitted in writing by the supervisor to the Superintendent and/or his or her designee for approval. The Superintendent shall notify the Board President of his/her approval of any and all requests to waive the overtime cap.

Exceptions: Any exceptions to the Administrative Procedures outlined below must be requested in writing and approved by the Superintendent and/or his or her designee.

ADMINISTRATIVE PROCEDURE #1-A

Certificated Administrative Overtime

- Administrators cannot earn more than twenty thousand dollars (\$20,000) for any year (September 1 to June 30), excluding summer programs (July 1 - August 31).

Building Level:

- No more than one administrator per site can be compensated for after-school programs (i.e.: tutorials, AIS, targeted instruction, afternoon academies, Saturday school) in any one building. There will be only one administrative supervisor for multiple programs occurring

at the same site. Principals may request additional staffing for unusually large student enrollment from their immediate supervisor which must be approved by the Superintendent and/or his or her designee.

- If additional administrative personnel are needed for supervisory or planning purposes, a request for approval must be submitted to the appropriate Central Office supervisor two weeks prior to the session.
- School-based afternoon academy and/or Saturday/Vacation programs (during the academic school year) will be supervised by one administrator as selected by the building principal. The building principal shall give priority to administrators from the providing building.
- Adult Basic Education programs will be supervised by one administrator after applying to Human Resources and being interviewed by a team led by the Executive Director in charge of Adult Basic Education.

District-Wide Level:

- District-wide secondary and elementary summer school programs will be staffed by the appropriate number of administrators based upon budget and enrollment. Contractual obligations will be followed when selecting administrative positions. Candidates must apply through Human Resources and be interviewed by the Superintendent and/or his or her designee.
- District-wide afternoon and Saturday/Vacation programs (during the academic school year) will be supervised by one administrator. Contractual obligations will be followed when selecting administrative positions. Candidates must apply through Human Resources and be interviewed by the Superintendent and/or his or her designee.

ADMINISTRATIVE PROCEDURE #2-A

Certificated (Non-Administrative) Personnel Overtime

(Teachers, Psychologists, Social Workers, Counselors, Nurses)

- Certificated (non-administrative) personnel cannot earn more than twenty thousand dollars (\$20,000) for any year (September 1 to June 30), excluding summer programs (July 1 - August 31) and the D1 Schedule.
- Contractual obligations will be followed when staffing all programs that are outside the regular school day hours.

ADMINISTRATIVE PROCEDURE #3-A

Non-Certificated Personnel Overtime

- **Twelve Month Employees:** For any year (July 1 - June 30) Example: Custodial, Maintenance, Clerical, Transportation Dispatchers - \$20,000 cap on overtime (overtime will be defined as time paid other than straight pay).
 - Custodial employees are subject to this provision as it relates to earnings within the academic school year, not inclusive of summer work.

- **Ten Month Employees:** For any year (July 1 - June 30) Example: Safety Officers, Nurses, Clerical - \$17,000 cap on overtime (overtime will be defined as time paid other than straight pay).
- **Hourly Employees:** For any year (July 1 - June 30) Example: Food Service Workers, Aides - \$6,000 cap on overtime (overtime will be defined as time paid other than straight pay).
- All overtime for Custodial, Maintenance, Safety Officers, will be offered on a rotating basis. Building-level and District-level logs will be maintained.

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Revised: May 20, 2015

Revised: