

ADMINISTRATIVE REGULATION

Subject: Custodial Overtime
Board Policy # 5.2

All Overtime must be prior approved by the Director of Maintenance. Time and one half rate of pay will be paid over 40 hours per week. Overtime for custodial services may be approved for the following request:

Rentals - for number and hours listed on contract

Varsity Basketball or Tournament Games during non work days - one (1) during game, two (2) additional for clean-up after game

Proms/Graduation Parties - one (1) during event, two (2) additional for clean-up after event

Emergency Clean up or assistance caused by building or system failure

Checking of building during inclement weather

Opening and closing of building due to contractors presence

Any event requiring overtime approved by Superintendent

Overtime for custodial services requested for Fund Raising Events or Clinics that fees and admissions are charged. School must submit completed Honorarium Form along with payment to Payroll Department. Some examples as follows:

Dances - during non-work days

Cheer leading Clinics - during non-work days

Basketball Clinics - during non-work days

Baseball Tournaments - during non-work days

Band Camps - during non-work work days

Band Competition - during non-work days

Track Meets - during non-work days

Summer Festivals and Carnivals - during non-work days

Other activities that should be performed by other school staff

Opening and closing for exams and testing - during non-work days

Security call outs

Exceptions to the examples above should have prior approval by the Superintendent.

OVERTIME AUTHORIZATION

NAME _____

DATE _____

SCHOOL OR DEPART. _____

HOURS _____

REASON FOR OVERTIME:

APPROVED BY _____

DATE _____

ACCOUNTING CODE _____

CHARGED TO SCHOOL _____

*** ATTACH TO TIME SHEET**