

P4504 OVERTIME AND HOLIDAY PAY (A-Jc)

BOARD POLICY:

Overtime work is considered to be that which is performed in excess of regularly scheduled assignments of classified personnel placed on ranges A through Jc of the classified salary schedule and is generally considered that work performed in excess of 40 hours per week.

Administrative Implemental Procedures:

1. When overtime is authorized administratively, it will normally be compensated at one and one-half times base rates.
2. Prior to working overtime, the overtime worked must be authorized by the employee's immediate supervisor. The employee's supervisor will then submit the Overtime Authorization Form for regular employed classified personnel paid on Ranges A through Jc.
3. All earned or accrued leaves of absence with pay and paid holidays will be credited as time worked in computing compensation for overtime pay.
4. Employees who are required to be on duty on holidays observed by the Board will receive premium pay. Employees shall receive hourly rates as follows:
 - a. Two times the regular hourly rate plus the Board paid holiday rate, if eligible, for work required on national holidays designated by the Board adopted calendar. For 2013-2014 these days are as follows:

Thursday, July 4, 2013	Wednesday, January 1, 2014
Monday, September 2, 2013	Monday, January 20, 2014
Monday, November 11, 2013	Monday, February 17, 2014
Thursday, November 28, 2013	Monday, May 26, 2014
Wednesday, December 25, 2013	

For 2014-2015, these days are as follows:

Friday, July 4, 2014; Thursday, July 3, 2014 (if summer work schedule is effective	Thursday, January 1, 2015
Monday, September 1, 2014	Monday, January 19, 2015
Tuesday, November 11, 2014	Monday, February 16, 2015
Thursday, November 27, 2014	Monday, May 25, 2015
Thursday, December 25, 2014	

If employees are called back to work at any time other than their regular working schedule, such employees will be paid three times their regular hourly rate for all hours worked on national Board approved holidays which fall on Monday through Friday, unless the employees at their own option choose to report other than during regular working hours. If employees are called back to work during the above days and during their regular working schedule the employees will receive two times their regular hourly

rate plus Board paid holiday rate, if eligible, for work required during their regular assigned shift.

One and one-half times regular hourly rate plus the Board paid holiday rate, if eligible for work required on other holidays designated by the Board adopted calendar. For 2013-2014 these days are as follows:

For 2014-2015, those days are as follows:

Friday, November 28, 2014	Tuesday, March 2015*
Wednesday, December 24, 2014	Wednesday, March 2015*
Wednesday, December 31, 2014	Thursday, March 2015*
Monday, March 2015*	Friday, March 2015*

*Dates will be set by 2014-2015 Calendar Committees

- b. Two times the regular hourly rate if called back to work on Sundays unless the Sunday is a Board recognized national holiday, in which case the employee would receive three times the regular hourly rate of pay.
 - c. One and one-half times the regular hourly rate if called back to work on Saturdays, provided Saturday is not a recognized national holiday and assuming the employee has been in pay status (a 40 hour work schedule) prior to the Saturday work assignment.
 - d. One and one-half times the regular hourly rate for all assigned hours exceeding a 40 hour work week (40 hours in pay status) which are assigned during Monday through Friday and are not identified under items a and b.
5. A "call back" to duty shall be considered not less than two hours work performed.
 6. In cases of major emergency work, designated employees will be paid according to the stipulations set forth in policy entitled Major Emergency Work.
 7. All qualified classified employees shall be given an equitable opportunity for overtime work.
 - a. Employees shall keep the administrator or supervisor informed concerning their availability for overtime work.
 - b. Evaluating the performance to determine qualifications and eligibility of employees for overtime assignments shall be the responsibility of the administrator or supervisor in charge of work to be done.
 - c. In the event a qualified employee is not available on a volunteer basis for necessary overtime work, the supervisor may appoint an employee to fill the overtime assignment.
 - d. Rotating assignments of overtime work for qualified employees is the responsibility of the immediate supervisor.
 - e. Supervisors are responsible for planning work assignments and will inform the employee at least one day in advance when overtime is required, unless an emergency situation occurs, and in the emergency situation an attempt should be made to inform the employee as soon as possible.
 8. Final determination in the authorization of overtime work and personnel selected is the responsibility of the appropriate administrator, building principal, Division Director of Facilities, or their designated representatives.

9. The Director of Nutrition Services may adjust holiday work schedules to meet the needs of the food service program, and any such adjustments shall not make any affected employee eligible for overtime pay. The calendar adopted by the Board may be altered at the discretion of the Board or administration.

Administrative Responsibility: Human Resources

Latest Revision Date: July 2013

Previous Revision Date: August 2012 P4504

Reference: *Classified Policies and Procedures Handbook*