

BOARD PROCEDURE

Descriptive Code: GBA (2)

FAIR LABOR STANDARDS OR OVERTIME/ COMPENSATORY PAY

Date: July 1, 2009

The burden of complying with Columbia County School District (“District”) compensation policies lies with employees and supervisors. Employees are to work overtime hours only if approved in accordance with this policy. The principal or supervisor is responsible for insuring that non-exempt employees do not work overtime without advance approval for overtime work and pay.

Failure to adhere to the guidelines of this policy will result in disciplinary action. Non-exempt employees who work overtime without the required approval may be disciplined, up to and including termination of employment.

Exempt/Non-exempt Status

All current job positions have been identified as either exempt or non-exempt positions under the Fair Labor Standards Act (FLSA). For newly created positions, the job descriptions and tests will be used by the Human Resource Department to determine the status of the position.

The exempt or non-exempt status will be placed on the annual salary schedule and in the job description for each position.

Overtime Work and Pay Procedures

Each school year the principal will be allotted an allocation of overtime hours for his/her school staff. The allocation will be determined during the budget process. Each school principal will be responsible for approving all of the employee overtime at his/her school. Emergency situations will be reviewed and may be considered when calculating the use of allotted overtime hours.

Department heads should request overtime in advance for their department’s staff when overtime is necessary. The overtime must be approved by the department head’s immediate supervisor (the Associate Superintendent, Deputy Superintendent, or the Superintendent). Emergency overtime may be authorized by the department head only when an emergency does not afford time for the supervisor to contact the appropriate authority.

Safety Officers may work up to 43 hours per week before overtime pay will be calculated pursuant to 29 C.F.R. 553.230. For the purposes of this policy, “Safety Officer” is defined as any employee (1) who is empowered by State statute or local ordinance to enforce laws designed to maintain public peace and order and to protect both life and property from accidental or willful injury, and to prevent and detect crimes, (2) who has the power to arrest, and (3) who is presently undergoing or has undergone or will undergo on-the-job training and/or a course of instruction and study which typically includes physical training, self-defense, firearm proficiency, criminal and civil law principles, investigative and law enforcement techniques, community relations, medical aid and ethics, as per 29 C.F.R. 553.211.

In computing the 40-hour work period prior to the payment of the overtime premium, the District will only consider time identified as “work time” under the FLSA. **Although the FLSA does not include time taken for paid sick or personal leave, unpaid “wait time” or non-emergency travel to and from work, in calculating time and a half pay beyond the 40-hour work week, the District elects to count paid leave time as part of the 40-hour work week. Scheduled holidays will only be counted as part of the 40-hour work week if an employee is requested to work that week due to a system identified emergency.**

TIME LOG GUIDELINES

All schools and departments must follow the FLSA as outlined in GBA (2) Policy and Procedure. In order to comply with the law, the school system is required to maintain timework records on all non-exempt employees. The law defines which employees are non-exempt. The FLSA generally requires employers to pay all covered, non-exempt employees one and one half times their regular rate of pay for all hours worked over 40 in a work week (Monday through Sunday). The law also requires that all covered non-exempt employees must be paid minimum wage for each hour worked.

Exemption Status Schedule

The exemption status schedule reflects the responsible department for each position along with the non-exempt status, annual contract days worked, daily hours worked, and if the workday includes lunch. All school-based employees’ workday includes lunch. All central office based employees’ workday does not include lunch. These employees are required to take a one-hour lunch break except during the use of special summer schedules as approved by the Superintendent.

Time Log Forms for Non-Exempt Employees

1. Log In and Log Out Times
Non-exempt employees are expected to log in before commencing work. The log in time shall be an accurate reflection of the time that the employee begins work. Employees are permitted to “round up” to the nearest six-minute increment. Employees taking a break of 20 minutes or more will log out and record this time on the time keeping system or time sheet. Also, employees will log out for any meal time of 30 minutes or more. Employees will log in before resuming work.
2. Bus Driver, Bus Assistants, Bus Aides, Monitors, & Gas Attendants Weekly Time Log
This form is used by bus drivers, bus assistants, bus monitors, bus aides, and gas attendants to record time worked. This form will generate additional pay for extra duty field trips, open house, for meetings outside of the 180-day work year, and for any employee who works over a 40-hour workweek only. Time recorded should contain all time worked including pre-inspections and post inspections, driving time, monthly maintenance, meetings, etc. Time sheets must be signed and turned into the Transportation Department weekly.

3. School & Department Non-Exempt Time Log

All non-exempt employees must log in and out on the automated time-keeping device at their work location. The time log is to record a non-exempt employee's time worked for his/her regular job. School employees will record the time they arrive at work and the time they leave work. Central office employees will record the time they arrive at work, leave for lunch, return from lunch, and leave work.

Any principal who pays a non-exempt employee a county supplement for coaching or web site administration must consult with the business department before submitting the employee payroll change form for the supplement. The time log will be used to record the additional time worked for the extra duty supplement. The Business Department will monitor the time worked and let the principal know of any potential problems. The school cannot pay any more than the county supplement and must stay within the FLSA law.

4. Non-Exempt Time Log

This form is to record time for safety officers and other employees who work for additional pay at various locations. Also, this form is used to record student workers' work time.

Signature and Verification of the Reports

All non-exempt employees must log in and out on the automated time keeping device at their work location. Each employee is responsible for reviewing and approving on a weekly basis his/her work time for each week. All locations must submit the correct paper work to the Business Office as outlined in the payroll procedures located on the Business Department's web site. All overtime pay and additional pay will be paid on the 15th of each month. Any non-exempt employee who fails to sign the time log may be subject to disciplinary actions up to and including termination. Similarly, any employee who signs in/out for any other employee may be subject to discipline, up to and including criminal prosecution for fraud. The time log should reflect actual time worked. Therefore, it should reflect hours and minutes for arrival and leave times.

Non-Exempt Employee Questions and Answers

1. Does the District use compensatory time? No. The District pays overtime for hours worked by non-exempt employees beyond 40 hours during a workweek. However, during a particular workweek, a supervisor may use "flex" time, permitting an employee to terminate work prematurely on one or more days in exchange for the employee working beyond his or her normal working hours.
2. Can an employee have a different working schedule during the summer months? Yes. Supervisors may, upon approval, revise an employee's daily working hours.
3. Do we have to pay overtime for non-exempt employees who work at overtime at football games? It depends. Even non-exempt employees are not entitled to overtime for work performed on "an occasional and sporadic basis" (three or four times a year). However, generally, if a non-exempt employee works more than 40 hours a week in any capacity, the employee is entitled to payment of the overtime premium.

4. Can an employee volunteer to perform work that he or she is normally compensated for performing? **NO.** Employees cannot volunteer to perform the same job they are being paid to do, regardless of whether it is at another site. Example: A bus driver cannot volunteer to drive a bus for a field trip. The exception to this rule is an employee can volunteer to perform their same job duties for any activity in which their child is involved. However, prior to so doing, employees must have the prior written authorization of their supervisor.
5. Is paraprofessional staff development training part of their workday? It appears that it would be best to include that as part of their workday.
6. Is it okay for a school to pay overtime out of its local account? Not directly. Overtime is compensation that is subject to federal and state withholding. Overtime will be paid out of the District's central business office. However, the school account may be billed for overtime authorized at the school site.
7. Can we use the time log also to record leave time for the school's records? Yes. That would be a very good way to document any leave taken by an employee and check against the AESOP and CSI records.
8. If I have an employee who uses a day of sick leave during the week and works on Saturday at the school carnival, is the work time on Saturday overtime? Under the FLSA law it is not as long as they do not work a 40-hour week, which does not include leave time (see above).
9. How will lay coaches be paid? A lay coach that is identified by the school to receive a coaching supplement will be paid travel expenses instead. The travel expense will equal the coaching supplement. You must submit the required paper work to have him/her approved by the Board as a lay coach. This will require a 1099 Information Form and will be processed on a request for payment through accounts payable. It is best to wait until the end of the sport season before submitting the paper work for payment.

ADOPTED: 8-7-00
RENAMED FROM GAAB

REVISED: 8-7-00, 8-20-03, 8-9-06, 8/22/06, 7/10/07, 8/18/08

Columbia County Board of Education

Columbia County Board of Education
OVERTIME WORK AND COMPENSATION
Request and Authorization

PART I – REQUEST FOR OVERTIME WORK AND COMPENSATION

Employee Name _____ Position _____

Department _____ Location of Work _____

Reason for overtime work
request: _____

Type of Request: ___ **Essential** Overtime ___ **Emergency** Overtime

Signature of Supervisor _____ Date _____

PART II – AUTHORIZATION FOR OVERTIME WORK AND COMPENSATION

Request for overtime is APPROVED Request of overtime is DENIED
because _____

Signature of Supervisor: _____ **Date** _____

The original must be attached to the monthly time log report submitted to the business department. A form should be submitted for any employee who has overtime in the pay cycle.

**COLUMBIA COUNTY SCHOOL
EXEMPT STATUS SCHEDULE
GENERAL SERVICES**

POSITION	DEPARTMENT	FLSA STATUS	CONTRACT DAYS	WORK HOURS*	WORK DAY INCLUDES LUNCH
Lead Nurse	Assistant Supt	Exempt	190		No (1 hour)
Lead School Safety Officer	Assistant Supt	Exempt	190		No (1 hour)
Safety Officers	Assistant Supt	Non-exempt	190	8	Yes
Assistant Supt. Secretary	Assistant Supt	Non-exempt	12 month	8	No (1 hour)
Associate Supt. Secretary	Associate Supt	Non-exempt	12 month	8	No (1 hour)
Staff Development Specialist	Associate Supt	Non-exempt	12 month	8	No (1 hour)
Accountants – Benefit, Fixed, & General	Business	Exempt	12 month		No (1 hour)
Accountants – Payroll and A/P	Business	Non-exempt	12 month	8	No (1 hour)
Warehouse Manager	Business	Exempt	12 month		No (1 hour)
Warehouse Workers/Pony Mail	Business	Non-exempt	12 month	8	No (1 hour)
TSS – Administrative Building	Business	Non-exempt	12 month	8	No (1 hour)
Receptionist	Business	Non-exempt	12 month	8	No (1 hour)
Lead Cluster Supervisor & Cluster Supervisors	FMO	Exempt	12 month		No (1 hour)
Procurement Supervisor	FMO	Exempt	12 month		No (1 hour)
HVAC Supervisor (III)	FMO	Exempt	12 month		No (1 hour)
Electrician	FMO	Non-exempt	12 month	8	No (1 hour)
HVAC Technicians I & II	FMO	Non-exempt	12 month	8	No (1 hour)
Sound System Technician	FMO	Non-exempt	12 month	8	No (1 hour)
Head Painter and Painters	FMO	Non-exempt	12 month	8	No (1 hour)
Maintenance Technicians I & II	FMO	Non-exempt	12 month	8	No (1 hour)
Office Clerk	FMO	Non-exempt	12 month	8	No (1 hour)
Supply Specialist	FMO	Non-exempt	12 month	8	No (1 hour)
Floating Custodians	FMO	Non-exempt	12 month	8	Yes/No (1 hour)
Data Specialist	Human Resource	Non-exempt	12 month	8	No (1 hour)
COTA	School/Special Services	Non-exempt	190	Varies	Yes
School Nurse	School	Non-exempt	185	8	Yes
Principal Secretary	School	Non-exempt	205/220/225	8	Yes
High School Bookkeeper	School	Non-exempt	225	8	Yes
High School Career Specialist	School	Non-exempt	180	8	Yes
School Secretary	School	Non-exempt	200/205/220/225	8	Yes
Media Paraprofessional	School	Non-exempt	190	8	Yes
Paraprofessional	School	Non-exempt	185	7/8	Yes

POSITION	DEPARTMENT	FLSA STATUS	CONTRACT DAYS	WORK HOURS*	
Clerical Office Assistant (MS)	School	Non-exempt	190	7	Yes
Clerical Paraprofessional	School	Non-exempt	185	7	Yes
TSS	School/Technology	Non-exempt	200, 220, 12 month	8	Yes
Head Custodian	School	Non-exempt	12 month	8	Yes
Custodians	School	Non-exempt	12 month & 205	8	Yes
SNP Manager	School	Exempt	186	8	Yes
SNP Assistant Manager	School	Non-exempt	185	7-8	Yes
SNP Workers	School	Non-exempt	185	4-8	Yes
Accountant - General	School Nutrition	Exempt	12 month		No (1 hour)
Procurement Clerk	School Nutrition	Non-Exempt	12 month	8	No (1 hour)
Data Processing Clerk	Special Services	Non-Exempt	200	8	No (1 hour)
Nurse-Special Education	Special Services	Non-Exempt	190	8	No (1 hour)
Superintendent Administrative Assistant & Board Secretary	Superintendent	Exempt	12 month		No (1 hour)
Student Information Specialist	Technology	Exempt	12 month		No (1 hour)
Network Analyst	Technology	Exempt	12 month		No (1 hour)
Server/Support Specialist	Technology	Exempt	12 month		No (1 hour)
Computer/Security Specialist	Technology	Exempt	12 month		No (1 hour)
Student Support Specialists I & II	Technology	Non-Exempt	12 month	8	No (1 hour)
Shop Foreman	Transportation	Exempt	12 month		No (1 hour)
Mechanics I & II	Transportation	Non-Exempt	12 month	8	No (1 hour)
Mechanic Apprentice	Transportation	Non-Exempt	12 month	8	No (1 hour)
Route Supervisor/Driver Trainer	Transportation	Non-Exempt	12 month	8	No (1 hour)
Route Data Specialist	Transportation	Non-Exempt	12 month	8	No (1 hour)
Route and Bus Drivers	Transportation	Non-Exempt	180	Varies	Yes
Bus Assistants/Aids/Monitors	Transportation	Non-Exempt	180	Varies	Yes
Student Control & Gas Attendants	Transportation	Non-Exempt	180	Varies	Yes
Student Workers	Varies	Non-Exempt	Varies	Varies	No (1 hour)
Director Secretary	Varies	Non-Exempt	12 month	8	No (1 hour)

*** Unlike non-exempt employees, exempt employees are expected to work a minimum of eight (8) hours daily. Exempt employees are not eligible for overtime for work performed beyond forty (40) hours weekly.**

**** The manager serving Crossroads will receive an annual supplement based on their current hourly rate for 180 days.**

Bus Driver, Bus Assistants, Bus Aides, Monitors, & Gas Attendants Weekly Time Log

RECORD ACTUAL TIME

DO NOT USE PENCIL

Bus #: _____ Edulog Route Hours: _____

Employee Name: _____ SS#: _____

Week: _____	Monday		Total Hours	Tuesday		Total Hours	Wednesday		Total Hours	Thursday		Total Hours	Friday		Total Hours	Saturday		Total Hours	Sunday		Total Hours	Hours Worked for Week (office use only)
	Time In	Time Out		Time In	Time Out		Time In	Time Out		Time In	Time Out		Time In	Time Out		Time In	Time Out		Time In	Time Out		
A.M. Route-start/end																						
P.M. Route-start/end																						
Sub-total Route Hours																						
A.M. Pre-Trip																						
A.M. Post-trip																						
P.M. Pre-Trip																						
P.M. Post-trip																						
Gas/Bus Maintenance																						
Monthly Meeting																						
Sub-total Local Supplement Paid Hours																						
Check the Yes box for any day you drove an additional route.	Yes	Bus #		Yes	Bus #		Yes	Bus #		Yes	Bus #		Yes	Bus #		Yes	Bus #		Yes	Bus #		
Field Trip																						
Gift ISS PK CS Voc (AM)																						
Gift ISS PK CS Voc ASR (PM)																						
Driver Training																						
Additional Meetings outside 180 day work year																						
Sub-total Total Hours																						
Grand Total Hours(office use only)																						

For Additional Pay Please Complete This Section Account Name: _____ Account Number: _____	Hours _____ Account Name: _____ Account Number: _____	Hours _____ Gift-Horizons; ISS-in-school suspension; PK-Pre-K; CS-Cave Springs; Voc-Vocational; ASR (Office Use Only) Comments: _____
COMPLETED BY PAYROLL TOTAL REGULAR HRS. _____ X HOURLY RATE \$ _____ = \$ _____ TOTAL OVERTIME HRS. _____ X 1.5 HRLY RATE \$ _____ = \$ _____ TOTAL PAY \$ _____		Minutes = % of Hour 5 = .09 10 = .17 15 = .25 20 = .34 25 = .42 30 = .50 35 = .59 40 = .67 45 = .75 50 = .84 55 = .92 60 = 1.00
I hereby certify, under penalty of perjury, that the TIME WORKED listed above is true and correct. I understand that if I have a question about my timesheet or paycheck I should first ask my supervisor. If I am not satisfied with the response of my sup Employee's Signature: _____ Date: _____		
Any employee falsifying the TIME WORKED on his/her timesheet or any other employees' timesheet, or any employee directing or encouraging employees to record inaccurate or false times of work will be subject to termination of employment. (This applies to		
As the supervisor, I hereby certify under penalty of perjury (1) that the employee has not worked beyond his/her normal work week, or (2) if the employee has worked beyond his/her normal work week, additional time sheets have been turned into the business Principal or Department Signature: _____ Date: _____		White copy-Business Office Yellow copy-Transportation Dept. Pink copy-Employee

Non-Exempt Time Log **DO NOT USE PENCIL**

(For employees reporting to different schools and student workers)

RECORD ACTUAL TIME

Department: _____

Employee Name: _____

Social Security#: _____

Week: _____	Monday					Tuesday				
	Time In	Time Out	Time In	Time Out	Total Hours	Time In	Time Out	Time In	Time Out	Total Hours
Regular Position:										
Other:										
Other:										
Total Daily Hours:										
	Wednesday					Thursday				
	Time In	Time Out	Time In	Time Out	Total Hours	Time In	Time Out	Time In	Time Out	Total Hours
Regular Position:										
Other:										
Other:										
Total Daily Hours:										
	Friday					Saturday				
	Time In	Time Out	Time In	Time Out	Total Hours	Time In	Time Out	Time In	Time Out	Total Hours
Regular Position:										
Other:										
Other:										
Total Daily Hours:										
	Sunday									
	Time In	Time Out	Time In	Time Out	Total Hours	Hours worked for the Week				
Regular Position:										
Other:										
Other:										
Total Daily Hours:										

For Payroll Calculations if Needed:
(Business Department Use Only)

TOTAL REGULAR HRS. _____ X HOURLY RATES\$ _____ =\$ _____
 TOTAL OVERTIME HRS. _____ X 1/5 HRLY RATES\$ _____ =\$ _____

Account Name: _____
 Account Number: _____

TOTAL PAY \$ _____

I hereby certify under penalty of perjury that the TIME WORKED listed above is true and correct. I understand that if I have a question about my timesheet or paycheck I should first ask my supervisor. If I am not satisfied with the response of my supervisor, I understand I can contact a payroll representative.

Employee's Signature: _____ Date: _____

Any employee falsifying the TIME WORKED on his/her timesheet or any other employees' timesheet, or any employee directing or encouraging employees to record inaccurate or false times of work will be subject to termination of employment. (This applies to all signatures on this form).

As the supervisor, I hereby certify under penalty of perjury (1) that the employee has not worked beyond his/her normal work week, or (2) if the employee has worked beyond his/her normal work week, additional timesheets have been turned into the business department for payroll, and (3) that all timesheets accurately reflect all time worked.

Principal or Department Signature: _____ Date: _____

Columbia County School District
Supplemental Driving Duties Form

Instructions. The purpose of this form is to verify that drivers volunteering to complete driving duties outside of their normal school routes understand that these duties are treated by the Columbia County School District (“District”) as separate and independent job assignments and are not part of the driver’s regular job responsibilities. These job assignments may be open to District employees who do not normally perform transportation duties, but otherwise meet District, federal, and state requirements for operating a school bus and/or transporting students, faculty and/or staff. These routes are compensated differently than the driver’s normal route assignments. Should the driver, as a result of accepting these duty assignments, exceed 40 hours in a given workweek, he or she will receive overtime pay based upon the hourly rate of the supplemental duty he or she is performing when the driver exceeds 40 hours.

Example – Sarah makes fifteen dollars an hour (\$15/hr) for driving her regular route, which takes 35 hours during a week. On Friday, she volunteers to drive the football team to a game in Valdosta and back. The total time for this supplemental job is 15 hours. The hourly rate of the supplemental job is ten dollars per hour (\$10/hr). During that week, Sarah would earn \$15/hr for her 35 regular route hours and \$10/hr for the first five hours she drives the team on Friday. For the remaining ten hours that she is driving the team and waiting with the bus, she would earn \$15/hr, or one and a half times (x1.5) the hourly rate of \$10/hr.

Employee Acknowledgement: I understand that by accepting to drive a supplemental job, I am acknowledging and agreeing that I will be paid an hourly rate that is different from my normal route rate. I further agree that if the time I work exceeds the 40-hour workweek, I will be paid the overtime hourly rate for the job that exceeded the 40 hours.

I understand that I will be performing any supplemental duties at the hourly rate established by the Columbia County School System Salary Schedule.

Driver’s Signature

Date