

HOWARD COUNTY PUBLIC SCHOOL SYSTEM

10910 Clarksville Pike
Ellicott City, Maryland 21042

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Chief of Staff
Overtime Procedures for Hourly Employees
(With Attachments)

TO: Directors, Principals and Supervisors

FROM: Susan C. Mascaro
Chief of Staff

The Howard County Public School System respects employee rights and is committed to providing uniform and equitable treatment with regard to overtime work for hourly employees. The procedures included in this circular are designed to ensure schools and offices are in compliance with applicable laws and regulations regarding overtime work, and eligible employees are provided opportunities to work overtime hours.

It is important to note that completion of the “Authorization for Hourly Employee Use of Overtime” form is mandatory, and authorized supervisors must approve all overtime in advance. Supervisors should pay particular attention to the procedure limiting the amount of overtime pay that can be earned by an individual employee.

Thank you for your attention to the attached procedures. If you have any questions regarding the information in this circular, please contact the Office of the Chief of Staff at 410.313.7498.

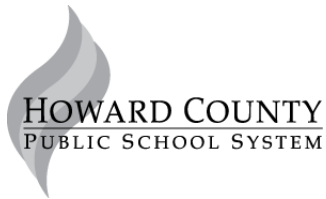
OVERTIME PROCEDURES FOR HOURLY EMPLOYEES

Purpose:

The Howard County Public School System (HCPSS) respects employee rights and is committed to providing uniform and equitable treatment with regard to working overtime hours. The procedures outlined below are designed to ensure each school and/or office within the HCPSS is compliant with applicable laws and regulations regarding overtime work.

Procedures:

- Overtime is to be used only on occasions when the task cannot be performed during regular work hours, as determined by and at the discretion of authorized supervisors. Completion of the “Authorization for Hourly Employee Overtime” form is **mandatory**.
- Non-exempt hourly employees (as defined by the Fair Labor Standards Act) are eligible for overtime pay in accordance with HCPSS Policies and procedures.
- The authorized supervisor must approve all overtime in advance. Eligible employees approved for overtime hours in excess of forty (40) hours in a scheduled workweek shall be compensated at 1-1/2 times the regular rate of pay. Eligible employees who work on a holiday recognized by the Board of Education are compensated at 1-1/2 times the regular rate of pay for all hours worked on the holiday in addition to the regular holiday pay.
- The authorized supervisor must consider each employee’s skill set and/or the job assignment to be completed before selecting an employee for overtime. To the greatest extent possible, each authorized supervisor will provide equitable opportunities for all similarly skilled employees to work any available overtime while ensuring that no one employee is assigned a disproportionate amount of overtime.
- Overtime shall be voluntary except in situations determined as emergency by the authorized supervisor. In case there is an emergency, the supervisor can assign overtime to the staff available. (*Emergency work is defined as work that is critical and cannot wait for completion during the next regularly scheduled shift.*)
- Except under extenuating circumstances such as emergencies or mission-critical work, an employee’s total overtime pay may not exceed 25% of their base annual salary. Such circumstances must be approved by a Chief or Deputy Superintendent.
- It is the duty of management to exercise control to ensure that work is not performed beyond scheduled hours without prior approval. If the employee works without authorization or prior permission, he or she must be compensated in accordance with the law. In such situations, it is the supervisor’s responsibility to counsel the employee and initiate progressive disciplinary action per Policy 7030, Employee Conduct and Discipline.
- An employee’s failure to report to work for overtime without timely notification to his or her supervisor may be cause for disciplinary action per Policy 7030, Employee Conduct and Discipline.



AUTHORIZATION FOR HOURLY EMPLOYEE OVERTIME

INSTRUCTIONS: To request overtime, the employee's immediate supervisor must complete this form and submit for approval to the appropriate manager or director, as indicated below. An approved copy should be provided to the employee **prior to the use of overtime** or as soon as possible following the day on which overtime was used. The approval copy should be attached to the employee's time sheet and filed with the payroll records.

EMPLOYEE INFORMATION

Employee Name _____ Home School/Office _____
Employee ID # _____
Job/Position Title _____ Overtime Location _____
(If different from Home School/Office)
Overtime Dates(s) _____ to _____ Number of Overtime Hours Requested _____

SECTION 1: OVERTIME ACTIVITY/JUSTIFICATION

Reason for Overtime (Check as appropriate)

*Special Projects**

Special Events Coverage

All Other Reasons:

- | | | | |
|--------------------------------------|------------------------------------|---|---|
| <input type="checkbox"/> Custodian | <input type="checkbox"/> School | <input type="checkbox"/> Supervisory coverage | <input type="checkbox"/> Construction project |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Community | <input type="checkbox"/> Security Coverage | <input type="checkbox"/> Extension of shift |
| <input type="checkbox"/> Grounds | Reservation #: _____ | <input type="checkbox"/> Equipment failure | <input type="checkbox"/> Building Emergency |
| <input type="checkbox"/> Clerical | | <input type="checkbox"/> Weather event | <input type="checkbox"/> Other _____ |

*Project specifics: _____

Reason(s) that the task must be performed on overtime rather than during regular work hours:

If authorization is after the fact, check the appropriate reason:

- Confirmation of prior verbal authorization by _____
- Other (please explain) _____

SECTION 2: APPROVAL INFORMATION

Immediate Supervisor Authorization:

Approved Not Approved _____ / ____ / ____
Signature (Immediate Supervisor)

Final Authorization:

Approved Not Approved _____ / ____ / ____
Signature (Account Manager/Principal)