

Name: _____

Building: _____

CUSTODIAN COMPENSATORY TIME LOG

Pursuant to the Custodial Negotiated Agreement Section 6.10 OVERTIME COMPENSATION:

All overtime employment in excess of forty (40) hours per week or eight (8) hours per day shall be compensated for at the rate of one and one-half (1 ½) times the employee’s regular rate of pay including responsibility pay, payment for possession of a boiler license or other payment related to the employee’s position.

An employee who is called back by the District for responsibilities associated with his/her position or an emergency shall receive a minimum of one hour’s pay and mileage. Time worked on “call-back” shall include portal-to-portal time. If the callback occurs between the hours of 11:30 p.m. and 5:00 a.m. employees shall receive a minimum of 2 hours of 1 ½ times the regular rate. The necessity for checking buildings and boilers shall be determined by the School District.

The guidelines for compensatory time are as follows:

- 1. Compensation time is overtime, i.e., one hour of overtime equals one and one-half hours of compensatory time.*
- 2. Any compensatory time must be approved by the Unit Administrator based on a district or building need.*
- 3. No more than one hour of compensation may be accrued at any given time and must be taken within the pay period and must be pre-approved, in writing, by the Unit Administrator.*
- 4. No substitute may be used when compensatory time is taken.*
- 5. All overtime must be approved or pre-approved by the employee’s supervisor or building administrator.*
- 6. Compensatory time will be calculated in Human Resources and reported on the pay sheet.*

Date	Day of the Week	Time	Total hrs worked	Reason for call back

CT = Compensatory Time

THIS FORM NEEDS TO BE COMPLETED AND SUBMITTED TO THE SUPERVISOR OF BUILDNGS AND GROUNDS WITHIN 24 HOURS OF COMPENSATORY TIME EARNED.

Employee Signature

Head Engineer

Supervisor of Buildings and Grounds

DATE: _____

When this form has all the proper signatures, please send to Human Resources.