



WASHOE COUNTY SCHOOL DISTRICT

OT/AT/Comp Time Processing Site Procedure (PAY-P502)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure describes how a site provides written approval documentation to the Payroll Department for Overtime (OT)/ Additional Time (AT)/ Compensatory Time (Comp) time worked by an employee. This procedure only applies to those sites/departments that are not authorized to approve OT/AT/Comp time at the site/department level and therefore must seek additional approval.

2.0 RESPONSIBILITY:

- 2.1 Chief Accountant

(Approval signature on file)

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Accountant / Payroll Manager

4.0 DEFINITIONS:

- 4.1 Additional Time (AT) – Hours worked by an Employee Support Professional (ESP) employee over that employee’s scheduled work hours and under forty (40) hours in the work week paid at straight time.
- 4.2 Facility Use Agreement – Completed approved Facility Use Form (FM-F001)
- 4.3 Overtime (OT) – Hours worked by an Employee Support Professional (ESP) employee over forty (40) in one week paid at time and one half, excluding those hours equivalent to Vacation or (CTO) Compensatory Time Off in that same week for purposes of determining hours worked.
- 4.4 PY – Payroll Department

5.0 PROCEDURE:

- 5.1 The site or program has determined that it is necessary for an ESP employee to work more hours than regularly scheduled, written approval must be obtained from the authorized signing authority for that site or program.
 - 5.1.1 Written approval shall include:
 - Site or program location number and description
 - Employee Name
 - Employee ID#
 - Number of Hours & Type of hours (OT/AT/Comp Time)
 - Time period (dates)
 - 5.1.2 The site or program, when submitting the pay period approved Transmittal (DW1001) and related timekeeping records to PY shall include documentation of the written approval for the OT/AT/Comp Time included within that pay period.
- 5.2 The site enters into a Facility Use Agreement that includes a request for an ESP employee at the site to work at the site beyond the normal schedule.

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- 5.2.1 The site, shall provide PY a finalized, approved copy of the Facilities Use Agreement (FM-F001) with the Transmittal (DW1001) and related timekeeping records.
- 5.2.2 If the Facilities Use Agreement is in place for more than one pay period PY will keep this information on file, and it is not necessary for the site to resubmit this information each pay period.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Facilities Use Form RM-F001
- 6.2 HR Overtime/Additional Time policy memo “**ADVISORY: WORK HOURS AND COMPENSATION -EDUCATION SUPPORT PROFESSIONALS (CLASSIFIED) EMPLOYEES**”, – available from HR
- 6.3 Negotiated Agreements – Available on the district web site <http://www.washoe.k12.nv.us/staff/negotiated-agreements> For specific WCSPA (Washoe County School Police Officer’s Association) OT/Comp Time policies see negotiated agreement.
- 6.4 Payroll Transmittal – CDD report DW:1001

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A	N/A	N/A	N/A	N/A

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/2/13	A	Initial Release –
6/6/13	B	Re-named Document from PAY-G002 to PAY-P502, replaced “Guideline” with “Procedure” throughout document.

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