

Payroll Memo

To: Secretaries
From: Scott Douglas
Date: January 18, 2019
Re: Full-Time Custodial Staff Snow Removal

During the winter months snow removal is a constant issue. Since compensation for snow removal has been somewhat confusing over the years, the following information explains in detail how snow removal should be recorded so your custodial staff will be compensated correctly.

- If a Full-time Custodian comes in **before** their scheduled shift to clear snow because it is necessary for the school to function properly:
 - Enter hours under “**Overtime**” / “**Overtime Snow Removal**” (automatically pays the overtime rate of time and one-half)
 - Compensate for a **minimum of 2 hours**
 - The *employee* may opt to earn **Comp Time** (at time and one-half) in lieu of pay
- If a Full-time Custodian stays **late** (after their normal shift ends) to clear snow and has **worked 40 hours** in that work week* (*see below*):
 - Enter hours under “**Overtime**” / “**Overtime Snow Removal**”
 - The *employee* may opt to earn **Comp Time** (at time and one-half) in lieu of pay
- If a Full-time Custodian stays **late** (after their normal shift ends) to clear snow and has **not worked 40 hours** in that work week* (*see below*):
 - Enter hours under “**Extra Duty Classified**” / “**Snow Removal Classified**”
 - The *employee* may opt to earn **Comp Time** (straight time) in lieu of pay
- If snow removal is done on a **weekend** or a **District recognized holiday**:
 - Enter hours under “**Overtime**” / “**Overtime Snow Removal**”
 - Compensate for a **minimum of 2 hours**
 - The *employee* may opt to earn **Comp Time** (at time and one-half) in lieu of pay
- **PLEASE** enter the date of the snow removal in the “**Date Worked**” column in Remote Pay. If there are multiple days, please list each day individually.
- Whenever possible part-time employees should be assigned snow removal responsibilities.

*Any time **worked** in excess of 40 hours in any work week (Sunday through Saturday) is considered overtime. However only hours actually **worked** in a work week should be used in determining overtime. Vacation, Sick Leave, Holidays, other similar leaves, and non-contract days are **not** worked hours, and should **not** be included in the “hours worked” calculation.