

Payroll Memo

To: Secretaries
From: Scott Douglas
Date: February 2, 2015
Re: Part-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 Part-time Custodian is called in by a supervisor **before** their scheduled shift to clear snow because it is necessary for the school to function properly:
 - Enter hours under **“Overtime” / “Overtime Snow Removal”**
(this will automatically pay the rate of time and one-half)
 - Compensate for a **minimum of 2 hours**
- If, at their supervisor’s request, a Part-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”**
- If, at their supervisor’s request, a Part-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”**
- 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**
- **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.
- **Substitute Custodians** should be paid the current sub custodian rate (see Table 29).
- 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.