

# Payroll Memo

**To:** Secretaries  
**From:** Scott Douglas  
**cc:** Payroll Department  
**Date:** February 2, 2015  
**Re:** Full-Time Custodial Staff Snow Removal

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As snow removal pay has been confusing and vague over the years, especially this year, we would like to lay out how snow removal should be recorded for future payroll purposes. The following paragraphs outline our current payroll procedures for full-time custodial staff snow removal.

If a full-time custodian comes in before their scheduled shift to clear snow on his/her own doing because they feel it is necessary in order for the school to function properly, then he/she should be compensated a minimum of 2 hours and a rate of time and a half at the employee's option of comp time or wages.

If a full-time custodian stays late, meaning after their normal shift, to help with snow removal they should be paid their normal rate of pay. However, if this individual works (not including holiday, sick, or vacation hours) over 40 hours in that work week, they should be compensated at the overtime rate for any hours exceeding 40 in that work week at the employee's option of comp time or wages.

Any snow removal done by full-time custodians on weekends or recognized district holiday/s should be compensated a minimum of 2 hours and a rate of time and a half at the employees option of comp time or wages.

Please note, there may be future changes to this information as we are going to put forth some recommendations regarding the snow removal wording contained in the classified agreement.