

# Payroll Memo

**To:** Secretaries  
**From:** Scott Douglas  
**cc:** Payroll Department  
**Date:** February 2, 2015  
**Re:** Part-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 part-time custodial staff snow removal.

If a part-time custodian is called in by a supervisor before his/her scheduled shift to clear snow 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 part-time custodian stays late at the request of a supervisor, meaning after their normal shift, to help with snow removal they should be paid their normal rate of pay. However, if this individual works 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 part-time custodians who are called out by a supervisor 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 employee's 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.