Instruction Equalization of Overtime

Start on July 1st of each fiscal year. Have two lists, one all staff and one for engineers. List staff by order of seniority. Offer OT to the most senior person first. Once every one has worked OT then the next opportunity will go to the person with the least total hours (worked or turned down). So the next offer of OT will always go to the next person with the lowest total hour on the list.

If a staff person is unavailable for any reason (vacation, sick, death in family, etc.) that will count as a turn down of over time.

There are more instructions on the next page.

All Staff **Equalization of Overtime** **Year** 10 – 11

Name	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs
Mike M.	4 7/4	4	4 7/25 TD	8	8 8/7 TD	16	4 8/22	20	8 9/19	28	4 10/10	32	4 10/30	36		
Tony P.	4 7/11	4	4 7/25	8	8 8/7	16	4 8/29	20	4 9/26	24	5 10/9	29	4 10/30 TD	33		
Paul A.	4 7/18	4	4 8/1	8	4 8/9	12	4 8/15	16	6 9/11	22	5 10/9 TD	27	8 10/24	35		

TD= Turned down

EQUALIZATION OF OVERTIME FOR CUSTODIAL SERVICE

Qualified Employees
A qualified person for all provisions of this policy is a regular full-time custodian or facility services worker, or custodian-engineer who holds the appropriate license for the task, and has demonstrated satisfactory job performance. An employee who has specified physical restrictions which impair his/her ability to perform a particular overtime task will not be assigned the overtime; for purposes of calling order he/she will be considered, however, as having worked that overtime. Keep two lists one for all staff and one just for engineers.

Overtime Within a Building
Employees assigned to a particular building will have the first opportunity to work overtime in that building. Persons who are interested in working overtime in the building will be required to sign in advance. The employees will be placed on a list in order of District seniority. When a need for overtime arises, the qualified most senior employee on the list will be called first unless the employee has already worked overtime in that fiscal year. If the qualified most senior employee has already worked overtime in that fiscal year, the next qualified employee on the list will be called until all employees in the building have worked overtime. When all employees have worked overtime, the process will be repeated. When an employee is asked to work overtime in the building and refuses, he/she will be considered as having worked that overtime. If there are no employees in the building who want to work overtime, then the overtime shall be classified as District overtime.

When an employee is newly assigned to a building, his/her overtime eligibility history for that location will be determined by assigning to him/her the average of overtime hours credited to date for all affected employees in that location (average of hours worked and/or refused).

The overtime history of each employee will be carried over from year to year in each building for that building.

Mandatory Overtime
The District retains the right to institute mandatory overtime if there are inadequate volunteers to meet District needs. The mandatory system requires that the least senior employee who has not worked overtime will be required to work first and so forth. Should mandatory overtime become necessary, employees who have voluntarily worked overtime will be credited with the hours they have previously worked.

Emergency Call Outs
This equalization of overtime does not apply to emergency call outs requesting that overtime be worked.

Overtime Resulting from Building/Program Moves
Overtime resulting from moving a program or a staff/student population from one building/location to another will be treated as building overtime for staff in the location from which the move originates.

If you have questions please contact your Coordinator.

All Staff **Equalization of Overtime** **Year**_____

Name	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs

TD= Turned Down

Engineer **Equalization of Overtime** **Year**_____

Name	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs	Date & HR	Total HRs

TD= Turned Down