

LONGWOOD CENTRAL SCHOOLS
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Unit Name: Longwood Central School District
Audit Report Title: Overtime
Audit Report Number: 2021M-126

For each recommendation included in the audit report, the following is our corrective action(s) taken or proposed. For recommendations where corrective action has not been taken or proposed, we have included the following explanations.

Audit Recommendation:

Adopt a payroll policy with clear guidelines and procedures for overtime work, including pre-approval of overtime and comp time.

Implementation Plan of Action(s):

The District will consult counsel, on October 26, 2022, as to the requirement and necessity for a policy on overtime and comp time and proceed accordingly.

Audit Recommendation:

Ensure all non-emergency overtime and comp time is pre-approved, properly documented and monitored.

Implementation Plan of Action(s):

As of October 22, 2021, the date we received your preliminary draft findings, the District already had in place a process for the pre-approval of overtime and comp time. Whenever possible, substitutes are called to cover shifts. When there are no appropriate substitutes available, there is a variety of ways that over time is approved.

Our security department has a sign-up sheet for overtime. Overtime is offered on a rotational basis. The sign-up sheet includes the date and time of the overtime.

The technology department sends an email to staff that includes all relevant information. Staff interested in working the event responds to the email and assigned based on job title and seniority.

Custodial supervisors contact the Director of Facilities of shifts that need coverage. If no subs are available or appropriate, then the supervisor asks their staff who wants to work overtime on a rotational basis. Upon completion of overtime, the supervisor submits a form to the Director's office informing them who worked overtime. The Director or Asst. Director approves all overtime in the District's software program Timepiece.

Scheduled overtime by the maintenance department is assigned to employees based on skill set. This is at the direction of the maintenance supervisor. The maintenance supervisor is now submitting a form to the Director's office informing them who worked overtime. The Director or Asst. Director approves all overtime in the District's software program Timepiece. There is no overtime, including comp time that is not pre-approved as outlined above. Supervisors only sign off on work that they have approved.

Signed:

Rhonda Stitham

Rhonda Stitham, Ed.D.
Board of Education President

09/08/22
Date