

## **COMPENSATION FAQs**

### **(Hourly Employees Only)**

**Q: What is overtime?**

**A:** The Fair Labor Standards Act requires the payment of overtime compensation (1 and ½ times the regular hourly rate) for actual time worked in excess of 40 hours per 7-day workweek (Thursday through Wednesday). Overtime standards apply only to non-exempt employees (employees with an hourly rate).

- An hourly employee who works 40 hours per week and is requested to work an additional 2 hours in a week. This person would qualify for overtime pay with 2 hours paid at time and a half.
- An employee who works 30 hours per week and is requested to work an additional 2 hours in a week. This person would NOT qualify for overtime pay as they did not exceed 40 hours in the week. Extra 2 hours would be paid at regular rate.

**Q: What is the work week for wage earnings in Chandler Unified?**

**A:** Our 5-day work week is from Thursday through Wednesday. An employee's wage calculation is based upon hours worked within that time frame.

**Q: Is prep time considered a part of my work time?**

**A:** Yes, the Fair Labor Standards Act defines compensable time as:

- Prep work that is part of principal work activity.
- Meals where employee is not free to leave workstation or time is too short to be useful (generally considered less than 30 minutes).
- On call time when freedom of movement is restricted.
- Breaks of 20 minutes or less.
- Training
- Traveling between locations without a significant break in time (30 minutes or more) or traveling out of town.

**Q: Can I clock out and volunteer in my regular job?**

**A:** Employees may not "volunteer" to work additional hours in their job without compensation per the Fair Labor Standards Act.

**Q: What are examples of reasons an employee may be asked to work additional hours above their allocated position?**

- Current vacancies on site have resulted in additional tasks required.
- A leave of absences or vacations taken for positions on site that result in additional tasks required.
- Special projects or activities

**Q: Is Supervisor pre-approval required for any additional time worked beyond daily schedule?**

**A:** Yes.

**Q: Is Supervisor pre-approval for additional time worked necessary in an emergency? (i.e., bus was late, water pipe broke, etc.)**

**A:** No, but the approval should occur verbally and be documented after the emergency is resolved.

**Q: What happens if/when an employee works more than their scheduled hours without supervisor permission?**

- Supervisor might approve the additional hours depending on the reason/situation.
- Employee may be asked to take a longer lunch to address the extra hours not approved.
- Employee may be asked to adjust their work schedule to stay within their allocated hours.
- If this is a continual issue, the supervisor will address this through an evaluation, and/or disciplinary measures if warranted, and in accordance with district policy.

**Q: Can an employee be forced to work overtime?**

**A:** No.

**Q: What is the role of the Workforce editor?**

**A:** The Workforce editor monitors, edits, and approves time in Workforce including, absence reasons, and communicates with supervisor(s) on any overtime requested or worked.

Workforce editor should monitor daily hours worked to quickly catch errors and/or unapproved hours worked in a timely manner.

**Q: Is there a form to fill out when working more than 40 hours per week?**

**A:** There is a pre-approval form for overtime. Employee will complete form and obtain supervisor approval.

**Q: How would a supervisor or alternate monitor overtime earned?**

**A:** A report is available through email to all supervisors and primary Workforce editors that provides a summary of any overtime/comp time earned within a pay period. This report is sent out on pay days. \*Note this report shows data after the overtime has already been earned.

**Q: Who do I contact if I as the Workforce editor, am not receiving the Overtime/Comp Time report?**

**A:** Contact the HR Associate assigned to your site/department.

**Q: Is it required to take a lunch break, or can time be flexed?**

**A:** Employees who work 6 hours or more per day are required to take a minimum of a 30-minute unpaid lunch break (clocking out in Workforce) daily. Some sites/departments may require a 60-minute unpaid lunch break (clocking out in Workforce) so that coverage is maintained. The lunch requires clocking in and out. An employee cannot “skip” a lunch through flex time. Breaks cannot be combined to make up for a lunch break.

Example:

- An employee is allocated a 6 hour position. Their work schedule is 7:30 a.m. to 2:00 p.m. which results in 6 hours of work time and a 30-minute lunch.
- An employee is allocated an 8 hour position. Their work schedule is 7:30 a.m. to 4:30 p.m. which results in 8 hours of work time and a 60-minute lunch.

Additional Information:

- A break during a normal workday is important for the well-being of the individual and the productivity of the workforce. The employee should clock out for lunch. An employee should not be allowed to forego their lunch break to adjust their work schedule. For example, an attendance tech should not be allowed to work 8 to 3 with no (unpaid) lunch break in order to leave early or start later as a normal practice.
- Breaks during the day are not required by law but may be a good practice to allow time for a short rest or personal business. This is especially applicable for employees working in teams or those who cannot otherwise leave their post. (If an employee has freedom to leave their desk to get a drink, stretch, make a personal call, etc., a structured break is unnecessary.) Employees who have a scheduled break of 15 minutes or less may not “save” the breaks and adjust their normal work schedule. For example, a custodian with two scheduled breaks of 15 minutes may not forego their break and leave 30 minutes early.
  - Because of their unique training and knowledge of the individual health needs of students, health office assistants typically do not leave their offices to take a minimum 30-minute, uninterrupted lunch break as is required for other staff. In order to allow health office assistant to meet personal needs, please ensure your office staff handles minor situations after the student lunch period is over so the site health office assistant may leave their desk to eat lunch and attend to personal needs (approximately 20 minutes if possible). The health office assistant is not allowed to leave campus

and should be available if an emergency occurs. Because they are on call, this 20-minute period will be paid. They would not clock out in Workforce. If students are not on campus, the health office assistant should follow the normal schedule of the office staff including a minimum of 30 minutes for unpaid lunch break (clocking out in Workforce). This generally excludes parent/teacher conference days at elementary sites because preschool classes are still in session. If the health office assistant leaves campus for personal business, with or without students on campus, they should always clock out of Workforce and the time would not be paid. If the health office assistant leaves campus for work-related business, such as delivering health files to another school, they will not clock out of Workforce.

**Q: What budget is overtime charged to for their regular position?**

**A:** Overtime for an employee's position is charged to the budget of the site or department in which the employee is assigned.

**Q: What budget is charged if the employee is asked to work an additional assignment?**

**A:** If an employee is asked to work extra hours from a club/activity, resulting in overtime, the club/activity will be charged. An ePar and timesheet must be submitted.

**Q: When will overtime be paid out?**

**A:** Any overtime earned within a pay period above 40 hours will be paid out on the designated pay date at a rate of time and a half.

**Q: What is Comp time?**

**A:** Under certain prescribed conditions, employees of state and local government agencies may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime.

**Q: Does the supervisor have to offer comp time in lieu of overtime to an employee?**

**A:** No. Overtime is required; comp time is an option. The site supervisor has the authority to review the impact that comp time would have upon their site since it results in the possibility of further absences. The supervisor has the final decision.

**Q: How much comp time can be accrued in a fiscal year?**

**A:** An employee's comp time leave bank can only hold 24 hours at a given time. Time must be used before any additional comp time can be accrued. There is no maximum amount of comp time within a fiscal year but can only be accrued or used at a maximum of 24 hours at a time.

**Q: An employee does not have all their allocated hours worked within the pay week. Are they able to use comp time to fill in the gap?**

**A:** They could use comp time with supervisor approval only if comp time is available, and the request is completed PRIOR to workforce editor sign off. This change will not occur once Workforce editor has completed the approval.

**Q: When can an employee use comp time?**

**A:** Similar to vacation time, supervisor approval is required for time off.

**Q: When is comp time paid out?**

**A:** If an employee has any comp time available upon separation, it will be paid out at an hourly rate. Earned leave may not be used to extend employment, e.g., comp time used to delay the effective date of termination.

**Q: Is comp time lost if not used within a specific time frame?**

**A:** Comp time should be used as needed for absences. Any comp time balance as of June 30 of each year will be paid out at the employee's regular rate.

**Q: What happens to the comp time accrued if I transfer from a full-time position to a part-time position at the same site?**

**A:** The comp time remains in the employee's leave bank available for use. Employee can use the equivalent of their workday.

**Q: What happens to the comp time accrued if I transfer from one site to another?**

**A:** The comp time balance is paid out from the current site's budget.

**Q: If I am a full-time hourly employee and I am transferring to an Exempt position, will my comp time roll over?**

**A:** The comp time balance is paid out from the current position/site budget.

#### **OTHER QUESTIONS RELATED TO COMPENSATION**

**Q: When is it appropriate for an employee to call in an unpaid day?**

**A:** An unpaid day should be reported when an employee does not have leave available. Employees must use leave for absence when leave is available (paid time off, vacation, or comp time).

**Q: What if my timesheet is short at the end of the pay period (Thursday through Wednesday)?**

**A:** It is the employee's responsibility to report leave using the absence reporting system as soon as possible. In the event, the employee fails to report leave by the deadline, a missed punch form should be submitted to the workforce editor no later than the end

of the pay week (Wednesday). If leave is not reported, or a missed punch form is not submitted timely, the timesheet will be submitted and approved as is resulting in unpaid time. Workforce editor and/or Payroll tech will not edit time. \*Absences can be reported up 11:59 pm of the day of the absence in the absence reporting system.

**Reminders:**

1. If employee leaves early, employee must report leave.
2. Missed punch forms (pink sheet) are due by the end of the employee's shift on Wednesday.
3. No action by the employee will result in unpaid time as changes will not be made by the Workforce editor.

**Q: How does overtime affect an hourly employee who also coaches for the district?**

**A:** Employees who are non-exempt (paid an hourly wage) may not receive a flat rate stipend such as coaching. All time worked over 40 hours per week will be paid at time and one half of regular rate.

**Q: Can the district estimate my annual salary based upon the scheduled hours per week and pay me a consistent bi-weekly salary?**

**A:** No, we must log all hours worked in the designated pay week (Thursday through Wednesday) so we can calculate overtime. If we estimated and set up a bi-weekly salary, we would have to retroactively adjust weekly as it is rare employees work their exact number of scheduled hours.

**General Reminder:**

Employees with multiple positions must be mindful when clocking in and out of each position assigned to ensure proper rates are paid and appropriate budgets are charged.