

**Procedures
Handbook**

Business Management

Descriptor Term:

**Overtime Procedures/
Requirements – Custodians**

Descriptor Code:

EB

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6/97

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**Revised
2/99**

Overtime is paid for all hours physically worked over forty (40) hours. (GCRD) Overtime must have prior approval of the custodial foreman. The custodial foreman will work with the principal concerning overtime. Overtime Justification Forms must be completed and faxed daily to the Operations office. The forms must be signed by the custodial foreman before overtime is paid.

Overtime is paid for the following:

1. Absent custodian
 - a. 8 hour custodian absent – 4 hours overtime allowed for person covering absent custodian’s area.
 - b. 4 hour custodial absent – 2 hours overtime allowed for person covering absent custodian’s area.
2. Special conditions when construction is going on in the building.
3. Any kind of maintenance problems requiring extra clean-up by custodians.
4. Sonitrol check.
5. Boiler checks - as outlined in School Heat Requirements/Schedule.

Overtime IS NOT paid to custodians where the foreman or Supervisor of Operations has not given approval.

Use of facility, and other special events, daily or weekend events, are the responsibility of the organization or the school.