



Site Procedure for Processing OT/AT/Comp Time

Responsible Office: Office of Business and Financial Services

PURPOSE

This Administrative Procedure describes the process by which the Office of Business and Financial Services Payroll Department receives approval documentation for Overtime, Additional Time and Compensatory Time. This procedure only applies to those sites/departments that are not authorized to approve Overtime (OT), Additional Time (AT) and Compensatory Time Off (CTO) at the site/department level and therefore must seek additional approval. This procedure only applies to Classified Cycle 02 payroll as hourly employees. Overtime and Compensatory Time are processed in accordance with the Fair Labor Standards Act (FLSA) and the negotiated agreements for Washoe Education Support Professionals (WESP) and Washoe County School Police Officer's Association (WCSPOA). The Controller oversees this procedure.

PROCEDURE

1. Work week is defined as a seven consecutive day period commencing Saturday and ending the following Friday.
 - a. Overtime is defined as hours worked in excess of forty (40) hours per week. The OT hours are paid at the rate of time-and-one-half (1-1\2)
 - b. Additional Time is hours worked by an Educational Support Professional (ESP) over the scheduled work hours, but under 40 hours in a work week, paid at straight time.
 - c. Compensatory Time Off (CTO) is earned in lieu of paid overtime. The hours are credited like OT, one-and-one-half hours for each hour worked in excess of 40 hours. As a government agency, WCSD is authorized to enter into agreements with negotiated groups to offer compensatory vacation time instead of monetary payment for overtime. Please reference NRS 284.181.
 - i. The CTO must be taken or paid out within nine months of earning.
2. All OT and CTO must be authorized in advance by the appropriate administrator. Written approval must be obtained from the authorized signing authority for that site or department and sent to Payroll.
 - a. A determination should be made at the time of approval if the employee will be paid overtime or have the time credited to CTO. The Negotiated Agreement states that the desires of the employee must be considered.
 - b. The approval documentation needs to include the Employee ID#, name, dates, number of hours being approved who is requesting the approval

and who is approving. This documentation is to be submitted with each payroll cycle.

- c. Facility Use Agreements may include a request for an ESP employee at the site to work beyond the normal schedule and are considered the approval in this activity. Copies are sent with pay cycle documents to Payroll.
- d. Emergency situations may arise when prior approval is not possible. However, this should be the exception.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

REVISION HISTORY

Date	Revision	Modification
4/2/2013	A	Initial release
6/6/2013	B	Document re-named from PAY-G002 to PAY-P502. Replaced "Guideline" with "Procedure" throughout document.
1/27/2020	C	Changed definition of "Overtime" to hours worked over 40 in a week. Defined "work week".
2/18/2021	D	Reformatted, rewrote Purpose.