

TYLER INDEPENDENT SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

EXTRA-DUTY PAY FOR PROFESSIONALS

This notice addresses the District's guidelines that govern extra duty compensation for exempt employees under the Fair Labor Standards Act (FLSA).

Exempt Employees

Exempt employees are defined as professional employees who meet specific required provisions that are outlined in the FLSA. Hourly or nonexempt employees are not included under this heading.

Overtime for Exempt Employees

Employees classified as "exempt" do not qualify for overtime under the FLSA

Under the FLSA, it is important to note that employees are required to work until the job is completed.

Job Completion

Working until the job is completed implies the following:

1. Duties performed are those that are included in the employee's normal work responsibilities.
2. Duties are listed in the job description and include other duties as assigned.
3. Duties performed after normal work hours including weekends and holidays are not eligible for compensation.

Extra Duty Compensation

The District reserves the right to compensate employees for duties performed that are clearly above and beyond the employee's normal work scope. The District uses the Superintendent HR committee to review extra duty pay considerations on a case-by-case basis.

Employees' Eligible For Extra-Duty Compensation

Only full time employees contracted on the 187 to 204 daily pay schedules are eligible for extra-duty compensation. Eligible work must be conducted at the worksite in the school district.

Employees at higher level (214 or above) may be allowed to receive extra duty compensations if approved by HR Review committee prior to the work being assigned

Employee's Responsibility

Exempt employees are advised that their immediate supervisor, principal, or manager does not have the authority to promise them extra duty compensation. The employee is required to submit the completed Extra-Duty Compensation Request Form to his or her immediate supervisor in order to be considered for extra-duty pay. The employee's additional

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duties must be clearly above and beyond the normal scope of their work responsibilities. The employee is advised to provide specifics rather than generalities on the form. **(Days should not be worked until approved through this approval process.)** In all cases, the employee must initial the sign-in sheet on the days worked.

[Note: Supervisors and administrators are prohibited from committing the District or promising the employee extra compensation for duties performed. Failure to comply will result in administrative action.]

Supervisor's

After the employee has submitted the Extra-Duty Compensation Responsibility Compensation Request Form to the supervisor for approval, the request is forwarded to the school principal or departmental manager for review. If the principal or departmental manager denies the request, the employee will be advised of the reason for denial and a copy of the request is kept on file. If the principal or manager approves the request, the request is forwarded to the Executive Director of Human Resources

The Executive Director of Human Resources convenes the HR review committee meeting to consider the request. The committee will review the request and render a decision by majority vote. The principal or manager is advised of the decision in writing. The principal or manager will advise the employee of the written decision.

Extra-Duty Pay Scale

All extra-duty pay is subject to the rates illustrated in Human Resources APPROVED RATES OF PAY regardless of the funding source.

Departmental Work Outside Normal Business Hours

Managers and supervisors of departments required to work during the holiday or other times outside normal business hours must notify Human Resources in writing of the duration and hours to be worked. Sign-in logs must be submitted to Human Resources for audit purposes and for the non-duty days to be adjusted. Employees accruing additional non-duty days must use them within the contract year. Use of these non-duty days require administrative approval and must not negatively impact the department's operations.

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Administrative Discretion

Directors and above have the authority to allow exempt employees to come in late or leave early from time to time based on considerations that include, but not limited to:

1. The exempt employee works regularly into the evening hours.
2. The exempt employee has been working on the weekends.
3. The exempt employee is required to attend a late night Board meeting.

Administrative discretion must not be used as a method to provide exempt employees with comp or flex time.

Staff Development

Employees with staff development responsibilities may not be contracted with an "Extra-Duty Compensation Request Form." Compensation is only for services provided outside of the contract period or after the normal work day, weekend, or holiday.

Presentation will be paid at the hourly rate pre-approved by the Executive Director of Human Resources.