



**Washington County School
District**
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Administrative Letter A012

Overtime Policy

Administrative Letter #12 Overtime Policy (Bus drivers) - Approved 07-09-2007; Updated 08-31-15

DATE: August 31, 2015
TO: All Bus Drivers
FROM: Launi Schmutz-Harden, CDPT
REGARDING: Overtime Policy

Overtime is not authorized; an employee is not to exceed 40 hours in a workweek. The workweek begins on Sunday at 12:01 a.m. and ends Saturday at midnight. A driver must not bid more than 35 hours in any workweek. If a trip goes over the hours anticipated, you must turn your other scheduled runs back for reassignment so overtime hours do not occur. If a trip goes over on hours, you need to report it to the Transportation Administrator immediately upon return.

It is imperative that you understand the policy. Policy 1200 "Pay and Compensation", 3.3.6.3 states:

Any deviation from the assigned working hours MUST be approved in advance by the building administrator. Advance approval from the administrator who controls the funding related to the position is required for overtime work that will result in additional compensation. Employees are not authorized to schedule or approve overtime work for themselves. Unauthorized use of overtime hours may result in disciplinary action being taken, up to and including termination. Exceptions are granted for advanced approval if the overtime is in support of unforeseeable or emergency circumstances and approval is obtained within one working day of the event.

Assignment of extra bus runs must not conflict with a driver's contracted schedule. Assignment of extra bus runs will not be made if the total contract hours and expected extra run hours will exceed 35 hours in a workweek. Extra bus runs may be bid on to make up lost hours if the driver falls below contracted hours per week. Exceptions to this procedure MUST be pre-approved by the building administrator. Advance approval from the administrator who controls the funding related to the position is required for overtime work that will result in additional compensation.