

CUSTODIAL OVERTIME

The MSAD 68 Board establishes this policy to guide the authorization and payment for custodial overtime work.

If a custodial employee is asked to work beyond the regularly scheduled 40 hour work week, overtime will be paid at a rate of time and one-half.

All overtime work must be pre-approved by the Superintendent of Schools.

The Director of Maintenance will prepare an annual report of custodial overtime work and payment. This report will be presented to the Superintendent by January 31 of each year. This information will be used in the budget preparation process.

Admin Review:	<u>-----</u>
Policy Committee Review:	<u>9-19-06</u>
First Reading:	<u>10-3-06</u>
Second Reading:	<u>11-7-06</u>
Implementation:	<u>11-7-06</u>