

SUBSTITUTE AND OVERTIME CHART

<b>Category</b>	<b>RANGE (number)</b>	<b>STEP (letter)</b>	<b>Examples</b>	<b>Forms needed</b>
<p><b>Sub employee</b> who has never been a “regular” employee  <b>AND/OR</b> Sub who was an employee but left (not due to lay off)</p>	Whatever job they are subbing for	“A”	4 hour custodian works 4 more hours as a grounds worker paid at 17 A for the 4 extra hours (not overtime)	<p>Extra time/help rqst</p> <p>Variable time sheet indicating exact hours worked in sub/extra position</p>
Substitute Custodians will be paid at 14A regardless of the position in which they are subbing	14	“A”	Sub employee working for a Head Custodian or Lead Night Custodian but only performing general cleaning duties	<p>Extra time/help rqst</p> <p>Variable time sheet indicating exact hours worked in sub/extra position</p>
<b>CURRENT EMPLOYEE</b> on "off contract" time (overtime or 6 <sup>th</sup> day)	Normal pay range	Normal Step & Longevity	Night / Lead /Head Custodian or Grounds worker opening for a church on Sunday	Variable time sheet indicating exact hours and days worked
<b>CURRENT EMPLOYEE</b> on "off contract" time (additional hours-not overtime- different job)	Whatever job they are doing	Step A for other position & yes to Longevity	6 hour IA working as office clerk 2 hours	<p>Extra time/help rqst</p> <p>Variable time sheet indicating exact hours worked in sub/extra position</p>
<b>Sub Employee</b> who is in Lay off status from a regular position	Whatever job they are subbing for <b>except</b> when they are performing their old job title	<p>If the job title is other than their old title, Step A</p> <p>If the same job title, they are paid their old Step &amp; Longevity</p>	<p>Susan was laid off as an account clerk E. When she works as an IA, she is paid 10 A or 12 A.</p> <p>When she works as an account clerk she is paid 19E</p>	<p>Not needed as long as payroll knows they are on lay off (HR will advise when removed from layoff list)</p> <p>Variable time sheet indicating exact hours worked in sub position</p>
<b>Sub employee</b> who is retired	<p>IF they are working in their old job title, they are paid their old Range, Step C</p> <p>ANY OTHER position: they are paid the Range associated with that position</p>	<p>IF they are working in their old job title, they are paid their old Range, Step C</p> <p>ANY OTHER position: They are paid Step “A”</p>	<p>Linda retired at 22 E + longevity, Admin Asst III.</p> <p>When she works as an AA III, she is paid at Step C since it is the same job title.</p> <p>Any other job title, she is paid that range level A.</p>	<p>Extra time/help if it is extra. As a less than 5 day sub, not needed</p> <p>Variable time sheet indicating exact hours worked in sub position</p>
Regular employee <b>working out of class</b> in higher range in the same job family	Range of new job	Step that they are currently in their regular position & their Longevity	Mike is a custodian 14E and has agreed to work as a Lead Custodian for 2 months. He is paid 16E	<p>Extra time/help if it is extra. As a less than 5 day sub, not needed</p> <p>Variable time sheet indicating exact hours worked in other position</p>

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<p><b>Regular employee</b> working out of class in higher range in a different job family</p>	<p>Range of new job</p>	<p>Step that will give them at least a 5% increase</p>	<p>Doug is a custodian 14E (16.93) and has agreed to work as a purchasing specialist for 2 months. He is paid 20 C (because that is the lowest Step that will give him a 5% increase).</p>	<p>Extra time/help if it is extra. As a less than 5 day sub, not needed.</p> <p>Variable time sheet indicating exact hours worked in other position</p>
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DEFINITIONS:

Job Title: The same job code number indicating the exact same job title

Job Family: Anything within the same group of job titles. (i.e. Admin Elem, Admin II, Admin III, etc)

Working out of class: Employee assumes a higher job classification for a period of more than 5 days within a 15 day calendar period. (They are only paid higher for the actual hours they are working in the higher range.) It is assumed that such a change in assignment results in a significant change in duties.

Examples:

If an IA is a yard supervisor during their regular scheduled hours, they are paid their regular rate. If they are working outside their normal hours, they are paid the yard super rate.

If a lead night custodian works for the Head custodian one day, their pay remains the same. If they cover for more than 5 out of 15 days, the night differential portion will be deducted, but head custodian range will be used for the days/hours they are subbing only. Any other hours during that time period, they will receive their regular pay.

More information:

If a person who holds two or more positions performs overtime, the rate of overtime pay is based on a weighted average combination of their regular job rates.

Earned longevity stays with the Classified employee whatever job they are doing and is always included in their overtime calculation.

Classified must be paid hourly, they cannot be paid with a stipend.