
[princi_elem] [principals] [admin_super] Overtime vs. Comp time vs Trade time vs, Flex time for classified staff.

From : Bernadette Adeniran <adeniran_b@4j.lane.edu> Mon, Sep 10, 2018 06:12 PM
Sender : princi_elem <princi_elem-bounces@4j.lane.edu>
Subject : [princi_elem] [principals] [admin_super] Overtime vs. Comp time vs Trade time vs, Flex time for classified staff.
To : admin super <admin_super@4j.lane.edu>

Hi,

Below is a cheat sheet to help guide conversations about the differences overtime, comp time and trade time.

In case you are interested in reviewing the bargaining language that supports the below chart, I have included the specific article and a link to the 4J/OSEA CBA.

Please let us know if you have questions.

Type of time	Definition	Conversion	Method of Compensation
Overtime Art. 11.2.1	Hourly (classified) work in excess of <ul style="list-style-type: none"> 8 hrs./day 40 hrs./week 	Excess time paid at 1.5 x regular rate	\$\$\$- Paid Submitted on timesheet as overtime
Comp Time Art. 11.2.2	Hourly (classified) work in excess of <ul style="list-style-type: none"> 8 hrs./day 40 hrs./week 	Excess time earned at 1.5 x amount of time worked in excess	Additional leave time banked Must be approved and tracked
Trade Time* Art. 11.3	Hourly (classified) work in excess of regular scheduled time any day per week.	No conversion 1:1 regular time	Shortened work day-during <u>same</u> week. Must be approved and documented.
Flex Time	Only applicable to salaried employees (Licensed/MAPS)	N/A	N/A

Things to consider/review with staff-

1. Earning and use of overtime/comp time must be approved by an administrator and documented.
2. New contract language reduces the cap on the amount of comp time classified staff can carry.
 - Full time staff max out at 60 hrs.
 - Part time staff max out at 30 hrs.
3. With notification, you can choose to pay out accumulated comp time hours at any time

*Generally, trade time should not be carried across work weeks. Article 21.4 OSEA/4J bargaining agreement language allows for limited exceptions for non-student attendance days, provided it does not create overtime or negatively impact your building or program.

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