

[admin_super] 2019/20 Reminder- Overtime vs. Comp time vs Trade time vs, Flex time for classified staff**From :** hr@4j.lane.edu

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Sender : admin_super <admin_super-bounces@4j.lane.edu>**Subject :** [admin_super] 2019/20 Reminder- Overtime vs. Comp time vs Trade time vs, Flex time for classified staff**To :** admin super <admin_super@4j.lane.edu>

Greetings,

Below is a quick reference to help guide conversations with your classified teams about the differences overtime, comp time and trade time.

I encourage you to review the collective bargaining language found in article 11 of the 4J/OSEA collective bargaining agreement which supports the table below.

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, tracked, and documented. Classified Compensatory Time Form
Trade Time* Art. 11.3	Hourly (classified) work in excess of regularly scheduled time any day per week.	No conversion 1:1 regular time	Shortened workday- during the <u>same</u> week. Must be approved, tracked and documented. Classified Trade Time Form
Flex Time	Only applicable to salaried employees (Licensed/MAPS)	N/A	N/A

*Trade time cannot be carried across work weeks. If workday cannot be adjusted during the same week, additional time must be paid.

Things to consider and review with classified staff

1. Earning and use of overtime/comp time must be approved by an administrator and documented.

2. There is a cap on the amount of comp time classified staff can accrue:
 - 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

Article 21.4 OSEA/4J bargaining agreement language allows work year adjustments for staff scheduled to work non-student attendance days, provided it does not create overtime or negatively impact your building or program.

Please let us know if you have questions.

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