

Category:	Procedure:	
Business Management	Overtime Procedures/Requirements for Custodians	
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Overtime is paid for all hours physically worked over forty (40) hours. (GCRD) Overtime must have prior approval of the custodial foreman. The custodial foreman will work with the principal concerning overtime. Overtime Justification Forms must be completed and faxed daily to the Operations office. The forms must be signed by the custodial foreman before overtime is paid.

Overtime is paid for the following:

1. Absent custodian
 - a. 8-hour custodian absent – 4 hours overtime allowed for person covering absent custodian’s area.
 - b. 4-hour custodian absent – 2 hours overtime allowed for person covering absent custodian’s area.
2. Special conditions when construction is going on in the building.