

- D. Pay Rate for “Out-of-Classification” Overtime: When overtime for an employee is a combination of hours worked in multiple pay rates or classifications with different rates, the overtime rate will be determined based upon a blended rate of all positions.
- Position Rate A(\$)  
multiplied by number of hours = total pay A
  - Position Rate B(\$)  
multiplied by number of hours = total pay B
  - Total pay for A + B divided by the total hours worked is the blended rate
  - ALL hours over 40 are based on the blended rate multiplied by 1.5

**3.06 Lunch Period**

All employees who work six (6) hours or more per day will be entitled to an unpaid half-hour lunch period, which shall be duty free.

**3.07 Breaks**

Employees scheduled to work at least four (4) hours per work day shall receive one (1) fifteen (15) minute paid break. Employees scheduled to work at least eight (8) hours per work day shall receive two (2) fifteen (15) minute paid breaks. Breaks shall be scheduled by the immediate supervisor.

<b>Hours Worked</b>	<b>Break(s) and Lunch Period Scheduling</b>
0 to 3.99 hours	0 minutes
At least 4.0 to 5.99 hours	15 minutes
At least 6.0 to 7.99 hours	15 minutes and 30 minute duty-free lunch
At least 8.0 or more hours	(2) 15 minutes and 30 minute duty-free lunch

**3.08 Time Cards or other Form of Electronic Tracking of Hours Worked**

Time cards or an electronic time card system shall be used by all employees. Employees will punch in only at such time as they are fully prepared to begin work. Employees are responsible for their own time cards and shall not punch in or out for another employee. Employees caught punching in or out for another employee will be subject to discipline up to and including discharge. If an employee leaves the premises for any personal reason, the time clock is to be used to punch out and punch in upon return.

**3.09 Emergency School Closings**

- A. All custodians are expected to report to work when school is closed due to inclement weather or situations beyond the control of the District, if at all possible.
- B. All other employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District. Any employee not at work when school is closed for an emergency shall not be paid for that day. If the day is not rescheduled, the employee may elect one of the options listed in Section 2.10. Employees shall be required to make days up in the event that the District schedules make-up days.
- C. If employees report to work and a decision to close schools is made after that time, those employees will only be paid for the actual hours worked on such day.
- D. If employees report to work and a decision to close schools is made after that time, those employees will only be paid for the actual hours worked on such day those employees may elect one of the options in Section 3.10 ~~2.11~~ for time lost due to the partial school closing.

**3.10 Emergency School Closing Employee Options if the Day/Time is Not Made Up**

The employee may select one of the following options if the District does not reschedule the day/time:

- A. The employee may come in to work or work an additional day/time at the end of the school year. The time set for makeup plus the regular assigned hours cannot exceed forty (40) hours per week.

## COLBY SCHOOL DISTRICT Extra Duty Wage Schedule

Carl Perkins Staff Coordinator	\$ 473.00
Chemical Hygiene Coordinator	\$ 685.00
Steering Committee - Elementary, MS, HS	\$ 514.00
Substitute Caller Grades K-4	\$1,654.00
Substitute Caller Grades 5-12	\$2,205.00
Sustainability Coordinator	\$ 652.80
Teacher Mentors	\$ 536.00
Mentor Specialist (Yearlong assignment in teachers final year)	\$5,000.00
Wellness Coordinator	\$ 685.00
Instructional Technology District Coordinator	\$2,500.00
Instructional Technology HS, MS, or CE Support	\$1,500.00
After School Study Club Coordinator	\$1,000.00
Teacher Overload Assignment	\$1,500/semester
Teacher Teaching Distance Learning Classes to Non-District Students	\$500/semester (1-5 Students) \$1,000/semester (6-10 Students) \$1,500/semester (11-15 Students) \$2,000/semester (16+ Students)
Curriculum Study	\$ 12.50 per hour
Summer School	\$27.00 per hour
ESEA Grant Planning and Writing	1% of Allocation
Fiscal Grant Management	1% of Allocation
IEP Translation	Regular Rate of Pay w/OT as applicable (Hourly Staff)
IEP Overload	\$75.00
Eval/IEP Overload	\$100.00
Weight Room Supervision	\$27.00 per hour (Certified Staff) Regular Rate of Pay w/OT as applicable (Hourly Staff)
Detention	\$27.00 per hour (Certified Staff) Regular Rate of Pay w/OT as applicable (Hourly Staff)
LEA Rep. for IEP Meetings	\$27.00 per meeting (Certified Staff) AND Approval of SPED Director
Study Team	\$27.00 per meeting (Certified Staff) Regular Rate of Pay w/OT as applicable (Hourly Staff)
Translation for PT Conferences	\$11.00 per hour (Sub Rate)
Event Supervisor (Crowd Control)	\$38.00 per event
Ticket Takers, Ticket Sellers, Timers, Scorekeepers, Yard Keepers, Down Keepers (per athletic event)	\$28.00 per event
Athletic Announcer/Media Specialist	\$ 750.00
Chaperones (for any approved bus trip at a time other than during regular school hours)	\$ 20.00 per trip for 0 -- 60 miles \$ 25.00 per trip for over 60 miles \$ 50.00 for any overnight trip**

**\*\* Does not apply to advisors/coaches already compensated through extra-curricular Letters of Appointment.**