

Handbook, Part III Section 7.04

7.04 Food Service & Custodial Personnel – Extra Duty Pay

Food Service & Custodial personnel will receive an **minimum** hourly rate of \$20.00 per hour for cooking and/or food preparation, opening and closing building and custodial tasks above and beyond their regular scheduled hours when not district related. **Pay rates for over 40 hours will be administered using Handbook Part III, Section 2.05 as a priority.**

Included for Reference

2.05 Additional Hours and Overtime - Approval and Assignment

- A. Approval: In order for an employee to work beyond his or her contract hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/immediate supervisors are unavailable and such pre-approval may cause harm to students, staff, the community or District property.
- B. Assignment: Non-emergency scheduled overtime assignments will be filled using volunteers first, with as much notice as possible, and if insufficient volunteers are found, the work will be assigned to a qualified employee(s) as determined by the District. If no one volunteers to perform the overtime, the District may assign the work on a rotating basis within the applicable job classification. Emergency overtime assignments shall be assigned at the discretion of the District.
- C. Pay Rate for Overtime: Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. Time over forty (40) hours per week does not include sick, vacation, or personal leave time. The reason for overtime must be indicated on the employee's time card. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.

Colby School District

Teacher Substitute Pay Schedule

CATEGORY	WAGE
Short-Term Per Diem Substitute	\$90/Day
AFTER 45 Days (In a School Year)	\$100/Day
AFTER 90 Days (In a School Year)	\$110/Day
Long-Term Per Diem Substitute (If employee works more than ten (10) days in the same position, then the long-term rate applies beginning with the first day, unless the nature of the assignment is known in advance, in which case payment will begin on first day.)	\$156.30/Day
Homebound or Alternative Site Instruction	\$12.50/Hour
Voluntary Assignment During Lunch Period	\$15/Hour