

**BEND - LA PINE SCHOOL DISTRICT NO 1
ADMINISTRATIVE REGULATIONS
CODE: GCJA-AR
DATED:
REVISED:
REVIEW DATE:
REVIEWED BY:**

AUTHORIZATION OF EXTENDED TIME

The District has established the following procedures to authorize extended time for employees.

A. Definitions Of Extended Time

There are five types of extended time:

1. **Extended Days:** All employees may have their regular contract days temporarily extended for specific projects at the request of the immediate supervisor and as authorized for payment by the appropriate administrator/supervisor or designee. This compensation is paid at the employee's regular hourly or daily rate.
2. **Extended Hours:** All less than eight hour employees may have their hours temporarily extended for a specific project at the request of the immediate supervisor and as authorized for payment by the administrator/supervisor or designee. This compensation is paid at the employee's regular hourly rate.
3. **Overtime:** Only classified employees are eligible for overtime pay. Overtime is authorized only in emergency situations when a classified employee is requested by his/her immediate supervisor to work in excess of eight hours per day or in excess of forty hours per week. Overtime on regular workdays accrues at time and one half. Overtime on holidays is calculated at double the employee's hourly rate of pay.
4. **Per Period Pay:** Only teachers are eligible for "per period pay" when they are requested by an administrator to work during their preparation time to over the absence of another teacher. "Per period pay" is compensated at the teacher's hourly rate of pay.
5. **Comp Time:** Only classified and confidential employees can accrue "comp time" for working beyond their assigned hour and/or days. If comp time qualified as overtime, then the hours will be calculated under the definition of overtime.

B. Authorization of Extended Time

The following supervisors and administrators are authorized to grant extended time form accounts identified within their respective department:

Transportation Supervisor Transportation
Nutrition Services Supervisor Nutrition Services
Business Office Asst. Superintendent
Maintenance Supervisor, Maintenance
Custodial Services School Principals and ?
Special Education Director of Special Programs
Curriculum Director of Instructional Services
Secretaries and E.A.'s Director Human Resources and School Principals

C. Accounting Procedures For Extended Time

If the employee's immediate supervisor authorizes the extended time, then the following steps must be completed to process payroll or comp time accounts:

1. All extended time including comp time must be submitted on a Time Sheet Form.
2. The supervisor or designee responsible for the extended time accounts must accurately code the Time Sheet prior to submitting the form to the Business Office.
3. The Time Sheet Form provides a copy for both the employee and the supervisor. The final two copies are sent to the Business Office.
4. All Time Sheets must bear the signature of the employee and the supervisor. If the immediate supervisor is not available to sign the Time Sheet, the authority to sign "in lieu of the supervisor" must be delegated to another employee, possibly a secretary.
5. Time Sheets must arrive at the District Office by the payroll deadlines.