All About Overtime

DOC, DOM, ICB, & SPO

Presenter:
Linda Gardner: ICB Supervisor
Usha Arora: Fiscal Assistant
Responsibility for School-based Staff Overtime

The purpose of this training is to remind responsibility to maintain fiscal control of payroll and to manage employee work schedules without the use of overtime except when authorized in advance for emergency situations, outside use events, or school event.
Division of Construction (DOC)
Pay Codes

- Pay code - OTR
  - WOH (worked on a Holiday)

*****Building service staff member should be present in the building entire time when an outside contractor is working at their location.
OVERTIME REQUEST

DIVISION OF CONSTRUCTION
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, MD

Date: 5/29/19

MEMORANDUM

TO: Mr. Dianne Aron, Director
Division of School Plant Operations

FROM: Sue Adams, Director

SUBJECT: Request for Building Service Overtime

In order to ensure that necessary Division of Construction work can be accomplished, building service support is requested as follows:

Contractor must:

1) Contact DOC staff and school Building Service Manager and/or Business Mgr to request OT.
2) DOC staff will give completed form to Michelle Senite.
3) All OT request must be either faxed or emailed by close of business on Wednesdays. (To the above listed)
4) Emergencies: In the event there is a true emergency that must be processed on a Friday, the MCPS/DOC staff must call Michelle to verify that the emergency OT is authorized.
5) The Monday after the OT has taken place, the contractor must: fax or email Michelle for verification of building service workers' name and actual hours worked.

MCPS Location: Silver Creek Middle School
Day/Date/Time: Subby 8/26/19 6:30 am to 4 pm
Contractor/Sub: Complete work
Reason:
Change to:
# of Personnel Hours needed: 10 hours

MUST HAVE NAME AND VERIFY STAFF WORKING:

Name: [ ]

xx Building Service Manager for above facility has been notified of this request.

If this service cannot be provided, or if you have any questions, please contact the individual listed below:

Contact Person: Barry Donahue
Phone: 301-440-6328

Contact Person: Supervisor
Phone:

Thank you,
Sue Adams
BSM - Fill in the information and submit it to your Area Supervisor

<table>
<thead>
<tr>
<th>School where overtime worked</th>
<th>Employee Name</th>
<th>Position</th>
<th>Employee ID</th>
<th>Base School</th>
<th>OT Hrs Worked</th>
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</table>
Division of Maintenance (DOM)
Pay Codes & Important Links

- Pay code - OTR
  - WOH (worked on a Holiday)
- Links to overtime authorization form and instructions to submit overtime form
Department of Facilities Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

July 28, 2017

MEMORANDUM

To: Greg Williams, Building Service Supervisor

From: Daniel Caleb, Contracting Supervisor
Division of Maintenance

Subject: Request for Building Service Overtime at Rosa Parks Middle School

To enable Life Safety Solutions Integrators (LSSI), to accomplish the Division of Maintenance contractual work, at Rosa Parks Middle School, one (1) building service employee is needed to work eight (8) hours on Saturday, July 29, 2017. The contractor will be working from 6:00 A.M. until 2:30 P.M. If for any reason, this request for services cannot be provided, or you have questions, please contact James Willetts, Project Manager, at 301-461-9189.

DC: am
Approved Copy to Attach with Employee’s Timesheet
Interagency Coordinating Board (ICB)
ICB Overtime Pay Codes

- **OUP** - overtime worked by building service staff at premium rate for ICB events on weekends.
- **OUR** - overtime worked by building service staff at regular rate for ICB events on weekends.
- **OTR-**
  - overtime worked by ICB worker for ICB events on weekends
  - Regular building service staff: overtime worked to keep schools in operation
- **WIH (Work ICB on Holiday):** When an ICB building service worker or a regular building service worker works on a Holiday to cover an ICB event
ICB Overtime Authorization Request Form
For MCPS Employees - ICB

Section 1: Employee Information
- Last Name: Arora
- First Name: Usha
- Employee ID: 123456
- Base School Location: [Dropdown]
- Position Title: Bus Worker

Section 2: Overtime Request
- Location Worked: [Dropdown]
- Date Worked: [Input]
- Comments: [Input]

Section 3: Supervisor Approval
- Approver: [Input]
- Position Title: [Input]
Electronic Detection Section (EDS) - Log Sheets / Pad Times

- When you call IN and OUT: clearly state your LAST NAME and the NAME OF THE SCHOOL YOU ARE WORKING.
- Same rule applies when leaving work

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>NAME</th>
<th>IN</th>
<th>OUT</th>
<th>NAME</th>
<th>IN</th>
<th>OUT</th>
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<tbody>
<tr>
<td>Arcola ES 0790</td>
<td>Lorde</td>
<td>1120</td>
<td>1400</td>
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<tr>
<td>Angyle MS 0823</td>
<td>Pretty</td>
<td>0737</td>
<td>1048</td>
<td>Thompson</td>
<td>1132</td>
<td>1248</td>
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<td>Ashburton ES 0425</td>
<td>L-10</td>
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<td>Baker MS JS</td>
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<td>Ranneker, Benjamin MS 0333</td>
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<td>Hanneckborn ES 0420</td>
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<td>Bernley, Lucy V. ES 0505</td>
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<tr>
<td>Braff ES 0207</td>
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<td>Hail Pre ES 0780</td>
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</table>

Date: 9/2/17
Reservation Master Report

- Check it by Friday Morning to make sure that event/requirements have not changed
- Print a copy for the weekend worker
- All building service staff should be trained how to run and read Reservation Master Report
**Reservation Master Report**

Date of Report: From Jan 28, 2017, through Jan 25, 2017
Location: Montgomery County Public Schools Center, Ada Vista ES

### Facility / Equipment / Type / Category

<table>
<thead>
<tr>
<th>Date / Setup - Ready Time / Start - End Time</th>
<th>Facility / Equipment / Type / Category</th>
<th>Event / Event Type / Schedule Type</th>
<th>Contact Information</th>
<th>Permite / Authority</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 28, 2017, Saturday 9:00 AM - 12:00 PM</td>
<td>Arlotta ES - GYM Gymnasium / School</td>
<td>Indoor Futsal #04685 School - Indoor Sports</td>
<td>Soccor Shots (For Profit)</td>
<td>20</td>
<td>No outdoor sports allowed indoors. 1/14 delayed opening at 12pm for all MCMG and community use credit issued.</td>
</tr>
<tr>
<td>9:00 AM - 7:30 PM</td>
<td>Angyle MD - GYM Gymnasium / School</td>
<td>indoor Sports</td>
<td>(202) 520-6690</td>
<td>47015</td>
<td>No outdoor sports allowed indoors. 1/7 and 1/14 shock refund processed due to delayed opening at 12pm due to snow. We will need the backboard out and a score kept. The same chair at each event. Jan 14 adjusted to noon due to inclement weather. A credit has been issued.</td>
</tr>
<tr>
<td>11:45 AM - 2:45 PM</td>
<td>Ashburnon ES - GYM Gymnasium / School</td>
<td>indoor Sports</td>
<td>(202) 529-7529</td>
<td>38842</td>
<td>No outdoor sports allowed indoors. 1/14 delayed opening at 12pm due to snow. We will need the backboard out and a score kept. The same chair at each event. Jan 14 adjusted to noon due to inclement weather. A credit has been issued.</td>
</tr>
<tr>
<td>8:30 AM - 11:30 AM</td>
<td>Banneker MD - GYM Gymnasium / School</td>
<td>indoor Sports</td>
<td>(202) 537-6550</td>
<td>63440</td>
<td>No outdoor sports allowed indoors. 1/14 delayed opening at 12pm due to snow. We will need the backboard out and a score kept. The same chair at each event. Jan 14 adjusted to noon due to inclement weather. A credit has been issued.</td>
</tr>
<tr>
<td>12:00 PM - 5:30 PM</td>
<td>Banneker MD - GYM Gymnasium / School</td>
<td>indoor Sports</td>
<td>(202) 207-3710</td>
<td>27265</td>
<td>No outdoor sports allowed indoors. Rims lower to 5 feet. Connected 3/18/17 to PTA use. Rims lower to 5 feet.</td>
</tr>
<tr>
<td>3:00 AM - 6:00 PM</td>
<td>Banneker ES - GYM Gymnasium / School</td>
<td>indoor Sports</td>
<td>(202) 777-0020</td>
<td>29764</td>
<td>No outdoor sports allowed indoors. Rims lower to 5 feet.</td>
</tr>
<tr>
<td>8:30 AM - 8:00 PM</td>
<td>Bell Mill ES - GYM Gymnasium / School</td>
<td>Indoor Sports</td>
<td>(202) 777-4828</td>
<td>29764</td>
<td>No outdoor sports allowed indoors. Rims lower to 5 feet.</td>
</tr>
</tbody>
</table>
# Weekday Overtime Hours and Approved Weekend Staff Hours

9/16/17 thru 9/22/17

All overtime must be submitted on the CUPFOAR form on ICBWEB by the next business day for the overtime to be approved for payroll.

- **ALL START UP / CLEAN UP / SET UP / INCLUDED IN APPROVED HOURS** GAP TIMES NOT INCLUDED

Inclement Weather Line for ICB Workers 340-777-2702... check when bad weather before leaving your house for work. RAINOUTLINE.COM (check to see if field is open)

If group doesn’t show after 1 hour the worker must call the ICB Emergency number 340-490-2873 (Building service staff/MST/Cafeteria Worker/Security)

When filling out the overtime form: You must use the drop-down boxes located on the form for the following:
- Base location
- Position
- Location worked
- Date worked

You must have your outlook open on your desktop. This should allow the form to be submitted and reach us.

Please send name and cell number for staff covering weekend activities to Linda Gardner and Robert Tapley by 1:00 PM 9-14-17. If coverage is needed please send email to Robert Tapley and Linda Gardner with “Coverage Needed” in the subject line with the name of the school and dates needed by 9-14-17 by 1:00pm. If no email has been sent coverage cannot be guaranteed or if sent after 9-14-17 by 1:00pm... PLEASE REVIEW HVAC EQUIPMENT WITH WORKERS TO ENSURE TROUBLE SHOOTING CAPABILITIES while covering ICB events. ALL BSM’S PLEASE ENSURE AC IS WORKING IN AREAS WHERE GROUPS ARE SCHEDULED IN YOUR BUILDING AND INFORM ICB OF ANY PROBLEMS by 9-14-17 1pm - in order for ICB User Groups to be notified. PLEASE CHECK APPROVED HOURS BEFORE ASSIGNING STAFF COVERAGES.

<table>
<thead>
<tr>
<th>School</th>
<th>Use Hours</th>
<th>Approved Additional</th>
<th>Total Approved</th>
<th>Cafe/Worker</th>
<th>Building</th>
<th>MST</th>
<th>Security Staff</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Arcola Elementary School</td>
<td>6.00</td>
<td>1.50</td>
<td>7.50</td>
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Barroher, Benjamin Middle School

*Weekends and holidays only*

- For Security Paid Times

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Work/Break Schedule of ICB Worker

“Work schedules shall include intended break times or time frames for a break to occur and, where appropriate, time for lunch. If circumstances do not allow an employee to take a break at the intended time or during the intended time frame for the break, the supervisor will inform the employee and let him/her know when the break will be rescheduled or if it has to be canceled.”
Work Load

1. Cleans and sweeps classrooms, offices, cafeterias, gymnasiums, and other rooms.
2. Empties trash baskets.
3. Dusts furniture, cleans doors, windows, and trim.
4. Removes stain from floors, walls, and glass; strips old wax from and applies new wax to floors using hand and power tools.
5. Cleans hallways and stairwells.
6. Wet mops and buffs floors.
7. Cleans lavatories and locker rooms and replaces towels and other supplies.
8. Washes windows display cases, glass doors, and other fixtures.
9. Cleans and polishes brass, other metal work, and mirrors.
10. Cleans and maintains terrazzo, tile, carpet and other floor surfaces and baseboards.
11. Cleans and maintains a variety of other surfaces such as ceilings, walls, chalkboards, counter and table tops, lockers, etc.
12. Cleans and maintains rest rooms and locker rooms.
13. Paints as appropriate.
15. Checks heating and ventilating of building and may replace filters in heating and ventilating units.
16. Monitors buildings and grounds and observes and reports hazardous or otherwise defective conditions.
17. Operates power mower in cutting lawns and clears up rubbish from grounds and adjacent areas.
18. Clears snow from walks and parking lots.
19. Delivers incoming supplies and equipment.
20. Assists school staff by making deliveries to classrooms, moving furniture and other heavy objects between rooms, and performing other manual or strenuous tasks.
21. Maintains safe and secure building conditions and appearance and safety of grounds.
22. Reports maintenance and supply needs.
23. Maintains security of school building during assigned weekend work shifts.
24. Checks to see that windows and doors are locked and that no unauthorized parties are in the school building.
25. Performs a variety of related work as required.
WHAT ARE THE SPECIFIC DUTIES OF ALL BUILDING SERVICE STAFF WHEN THEY ARE SCHEDULED TO WORK WEEKEND OR HOLIDAY COMMUNITY USE?

The building service staff’s first priority is to community users by assuring the building is accessible, clean and ready to accommodate the user. Additionally, upon conclusion of community activities, the building service staff must assure the building is ready for the next school day.

Specific duties will vary depending on the facility type; however, all building service staff must:

- Arrive a minimum of 30 minutes prior to the first user of the day.
- Upon entering building, call MCPS Security, unlock exterior and interior doors, and turn on lights as needed for the scheduled use.
- Check all appropriate equipment (boilers, a/c, etc.) to ensure safety of the building and grounds.
- Check the areas to be used for their condition and arrangement. Set up any chairs, tables and equipment as requested on the user schedule.
- Provide timely access to scheduled areas. Greet the user group representative. Inform the user representative where in the building he/she will be located in case assistance is needed. No outside work should be assigned when groups are in the building.
- Periodically check restrooms for paper supplies, conduct security walk-through of building, check-in with users, and provide any necessary building services.
- When it is time for each group to leave, go check back with the user representative at the area of use.
- Observe how the room is left after use. If overtime is needed to prepare the room for school use, contact the weekend supervisor via the Emergency Message Center (240-490-2873) to report the problem and receive instructions.
- If more than one user is in the building at a time and one user leaves the building prior to another, begin cleaning the area of the building that has been vacated.
- Perform duties assigned by building service manager when no direct services to users are required.
- In the event any damage to school equipment or the building occurs, note and report it to the weekend supervisor or leave a message on the CUPF Emergency Message Center (240-490-2873).
- In the event of bodily injury to participants, IMMEDIATELY notify CUPF Emergency Message Center (240-490-2873). CUPF is required to submit a Liability Notice to Montgomery County’s Risk Management Office within 2 days.
- Report to the user group representative any observed violation of use of the property or unacceptable conduct by group participants.
- Leave a broom out in the gym for users to sweep (concerns have been raised regarding the safety of participants).
- Call the CUPF Supervisor for further instructions if a group does not show up to use the school or stays past the scheduled time. (240-490-2873)
- Call MCPS Security before leaving.
Reason to introduce WIH

Purpose:

- To generate a list to ICB office so funds can be reimbursed to MCPS
- To monitor compliance with SEIU contract Article 8

When to use:

- When an ICB building service worker or a regular building service worker works on a Holiday to cover an ICB event

Notifications to timekeeper/BSM:

- Beginning of School year
- Reminder before Holiday
- ERSC - send a memo to timekeepers
Section 1: Employee Information

Last Name: Clevenger
First Name: William
Employee ID: 11111
Base School Location: Barnsley, Lucy ES
Position Title: BS Worker

Section 2: Overtime Request Information

Location Worked: Kemp Mill ES
Date Worked: Jul 20, 2013
Overtime Hours: 5.5
Comments:

Section 3: Supervisor Approval

Approver: Linda Gardner
Position Title: BSM

Section 4: ICB Office Approval

Date: Jul 20, 2013
Hours Approved: 5.2
MCP5 Time: 5.2
Comments: EDS reported 5:16

Approved
School Plant Operations (SPO)
Pay Codes & Important Links

- Pay code - OTR
  - WOH (worked on a Holiday)
- Links to overtime authorization form and instructions to submit overtime form
SPO Overtime Summary for FY 2017

- Total SPO Overtime: 43,530
- Approved Overtime: 30,000
- Missing Documentation: 13,530
# Contact Person

## Pay code and PACS

| Ms. Usha Arora | Ph: 240-314-1078 |

## SPO Supervisor

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Gregory Williams</td>
<td>240-876-5509</td>
</tr>
<tr>
<td>June AchaMorfaw</td>
<td>240-507-8368</td>
</tr>
<tr>
<td>Keith Snowden</td>
<td>240-876-5506</td>
</tr>
<tr>
<td>Robert Bishop</td>
<td>240-876-5512</td>
</tr>
<tr>
<td>Rosa Pineda</td>
<td>240-372-0852</td>
</tr>
<tr>
<td>Seymour Thomas</td>
<td>240-876-5504</td>
</tr>
</tbody>
</table>

## ICB Approval

- Mrs. Linda Gardner  
  Ph: 240-777-2708 (Work)  
  240-372-9486 (Cell)  

  &

- Mr. Robert Tarpley  
  Ph: 240-277-2721 (Work)  
  240-876-5822 (Cell)
Time to take questions