

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 from - DOC

DIVISION OF CONSTRUCTION
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, MD

Date: 8/29/17

MEMORANDUM

TO: Ms. Dianne Jones, Director
Division of School Plant Operations

FROM: Seth 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 Scmitz.
- 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: Saturday 8/26/17 6:00am to 4 pm

Contractor/Sub: Dustin

Reason: Complete work

Charge to: Dustin

of Personnel Hours needed: #10 Hours

MUST HAVE NAME AND VERIFY STAFF WORKING:

Name: [REDACTED]

(x) 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

DOC STAFF AUTHORIZING OT
Contact Person: June Acha Morse Phone: _____
SPO SUPERVISOR

Thank you.
SA:mas

Approved Copy to Attach with Employee's Timesheet

Non-ICB Event Division of School Plant Operations Overtime Authorization Request Form For Building Service Employees Only

Instructions: To request employee overtime, the employee's immediate supervisor should complete this form and submit for approval to the appropriate supervisor, according to directions below. An approved copy should be provided to the employee prior to use of overtime (if possible) or as soon as possible following the day of which overtime was used. The timekeeper's approval copy should be attached to the employee's time sheet and filed with the payroll records.
* Indicates required field

Section 1: Employee Information

Last Name * [REDACTED] First Name * [REDACTED] Employee ID * [REDACTED]

Base School Location * WHEATON HS Position Title * BSM

Section 2: Overtime Request Information

Location Worked * WHEATON HS

Start Date * Aug 26, 2017 End Date * Aug 26, 2017

Overtime Hours * 8

Comments: APPROVED OT DOC. SHELI SCHMITZ FOR 8 HOURS

Section 3: Reason For Overtime (select the appropriate code)

Overtime Reason * Construction

Explanation * CHARGE TO OAK CONTRACTING

Section 4: Submit To Supervisor

Use drop down to check Supervisor Initials and then click on Supervisor Name to submit

Rosa Pineda Seymour Thomas
Robert Bishop June Acha Morfaw
Keith Snowden Gregory Williams

Print Form

Section 5: SPO Office Approval For SPO USE ONLY

Approved: June D Acha Morfaw

Date: Aug 31, 2017 Hours Approved: 8

Overtime Pay Codes: OTR

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
<http://www.montgomeryschoolsmd.org/departments/facilities/schoolplantops/forms.aspx>

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

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Last Name * [REDACTED] First Name * [REDACTED] Employee ID * [REDACTED]

Base School Location * WHEATON HS Position Title * BSM

Section 2: Overtime Request Information

Location Worked * WHEATON HS

Start Date * Aug 26, 2017 End Date * Aug 26, 2017

Overtime Hours * 8

Comments: APPROVED OT DOC. SHELI SCHMITZ FOR 8 HOURS

Section 3: Reason For Overtime (select the appropriate code)

Overtime Reason * Construction

Explanation * CHARGE TO OAK CONTRACTING

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Rosa Pineda Seymour Thomas
Robert Bishop June Acha Morfaw
Keith Snowden Gregory Williams

Print Form

Section 5: SPO Office Approval For SPO USE ONLY

Approved: June D Acha Morfaw

Overtime Pay Codes: OTR

Date: Aug 31, 2017 Hours Approved: 8

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

Version: 04/2022

Instructions: This form is to be used for all ICB related overtime. Sections 1, 2, and 3 must be completed by Supervisor. Form must be submitted the day after the event. After submitting this form you will receive an e-mail receipt. All overtime forms will appear on the [ICBWEB](#). * Indicates required field.

Arora null 1100794234 null

Print Form

Submit to ICB

Section 1: Employee Information

Last Name* Arora

First Name* Usha

Employee ID* 123456

Base School Location*

Position Title* BS Worker

- Arcola ES
- Argyle M.S.
- Ashburton E.S.
- Baker, John T. M.S.
- Banneker, MS Benjamin
- Bannockburn ES
- Barnsley, Lucy ES
- Beall E.S.
- Bel Pre E.S.

Section 2: Overtime Request

Location Worked*

Date Worked*

Comments

Section 3: Supervisor Approval

Approver

Position Title

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

BOEMAS LOG Date: 9/2/17

OPERATOR Taylor SHIFT 0000-0800
 OPERATOR Benowitz SHIFT 0800-1600
 OPERATOR Charles Hez SHIFT 1600-2400

SCHOOL	NAME	IN	OUT	NAME	IN	OUT
Arcola ES 0790 (Y-04)	Lorda	1120	1408			
Argyle MS 0823 (S-09)	Betty Thompson	0757	1048			
Ashburton ES 0425 (G-09)						
Baker MS J5 (L-10)						
Banneker, Benjamin MS 0333 (U-07)						
Bannockburn ES 0420 (R-02)						
Barnsley, Lucy V. ES 0505 (D-01)						
Beall ES 0207 (C-06)						
Bel Pre ES 0780 (S-05)	Amelia Soto	0938	1621			

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

Sample - Reservation Master Report

Reservation Master Report

Reservation Date: From Jan 28, 2017 through Jan 29, 2017
 Reservation Site: Montgomery County Public Schools
 Center: Alta Vista ES (closed), Arcola Elementary School, Argyle Middle School, Ashburton Elementary School, Baker, John T. Middle School, Banneker, Benjamin Middle School, Bannockburn Elementary School, Bamsley, Lucy Elementary School, Beall Elementary School, Bel Pre Elementary School, Bells Mill Elementary School, Belmont Elementary School, Bethesda Elementary School, Bethesda-Chevy Chase High School, Beverly Farms Elementary School, Blair, Montgomery High School, Blake, James H. High School, Bradley Hills Elementary School, Briggs Chaney Middle School, Brooke Grove Elementary School...
 (first 20 selections shown)

Date / Setup - Ready Time / Start - End Time	Facility / Equipment / Type / Center	Event / Event Type / Schedule Type	Contact Information	Permit# / Attend/Qty	Notes
Jan 28, 2017 Saturday 9:00 AM - 12:00 PM	Arcola ES - GYM Gymnasium / School Arcola Elementary School	Indoor Futsal #52665 School - Indoor Sports	Soccer Shots (For Profit) Pierre Port P: (202) 320-6680	52665 20	No outdoor sports allowed indoors. 1/14 Delayed opening at 12pm for all MCPS and Community Use Credit Issued.
9:00 AM - 7:30 PM	Argyle MS - GYM Gymnasium / School Argyle Middle School	CCBL #47818 School - Indoor Sports	KOA Sports League (Non Profit) Casey Hertel P: (301) 229-7529	47818 20	No outdoor sports allowed indoors. 1/7 and 1/14 check refund processed due to delayed opening at 12pm due to snow. We will need the bleachers out and a scorers table plus two chairs at each event
11:45 AM - 2:45 PM	Ashburton ES - GYM Gymnasium / School Ashburton Elementary School	French sport team #38842 School - Indoor Sports	My French Classes (For Profit) Nadine Robert P: (301) 358-5500	38842 35	Jan 14 adjusted to Noon due to inclement weather. A credit has been issued. Jan 7 adjusted to Noon due to inclement weather. A credit has been issued.
8:30 AM - 11:30 AM	Banneker MS - GYM Gymnasium / School Banneker, Benjamin Middle School	Pickup Basketball #63440 School - Indoor Sports	Phil Barnes P: (301) 517-5590 P: (301) 633-5150	63440 20	No outdoor sports allowed indoors. No outdoor sports allowed indoors.
12:00 PM - 6:30 PM	Banneker MS - GYM Gymnasium / School Banneker, Benjamin Middle School	Banneker MS Basketball School - Indoor Sports	CYO Archdiocese Of Washington (Non Profit) Kevin Donoghue P: (301) 853-4665 P: (202) 257-3710	30486 40	
8:30 AM - 6:00 PM	Bannockburn ES - GYM Gymnasium / School Bannockburn Elementary School	MCRD Bannockburn ES FY17 #27265 School - Indoor Sports	MCRD-Revenue/Sports (Public Agency) Trish Gill P: (240) 777-6828	27265 20	No outdoor sports allowed indoors. Rims lower to 8 feet. cancelled 3/18/17 fro PTA use. Rims lower to 8 feet.
8:30 AM - 6:00 PM	Bells Mill ES - GYM Gymnasium / School Bells Mill Elementary School	MCRD Bells Mill ES FY17 #29784 School - Indoor Sports	MCRD-Revenue/Sports (Public Agency) Trish Gill P: (240) 777-6828	29784 30	Rims lower to 8 feet. No outdoor sports allowed indoors. Rims lower to 8 feet.

Approved Hours Report

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 240-777-2702... 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 240-490-2873.
(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 opened 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 Tarpley by 1:00 PM 9-14-17. If coverage is needed please send email to Robert Tarpley 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 ASSISNING STAFF COVERAGES.

School	Use Hours*	Approved Additional*	Total Approved*	Cafeteria Worker	Building Attendant	MST	Security Staff	Notes
<i>Arcola Elementary School</i>								
9/17/2017	4.00	1.50	5.50					
<i>Banneker, Benjamin Middle School</i>								

*Weekends and holidays only

+ Per Security Pad Times

Wednesday, September 20, 2017

StaffHrs

Page 1 of 12

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 stair wells.
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.
14. Replaces light bulbs.
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 cleans 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



ICB Overtime Authorization Request Form

For MCPS Employees

version 1.3M21a

Instructions: This form is to be used for all ICB related overtime. Sections 1, 2, and 3 must be completed by Supervisor. Form must be submitted the day after the event. After submitting this form you will receive an e-mail receipt. All overtime forms will appear on the [ICBWEB](#)
* Indicates required field.

Clevenger William 2013-07-20 1374346219

Print Form

Submit to ICB

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

Comments

Date Worked * Jul 20, 2013

Overtime Hours * 5.5



Section 3: Supervisor Approval

Approver Linda Gardner

Position Title BSM

Section 4: ICB Office Approval

For ICB USE ONLY

Date Jul 20, 2013

Hours Approved
MCPS Time 5.2

Comments EDS reported 5:16

Authorize

APPROVED

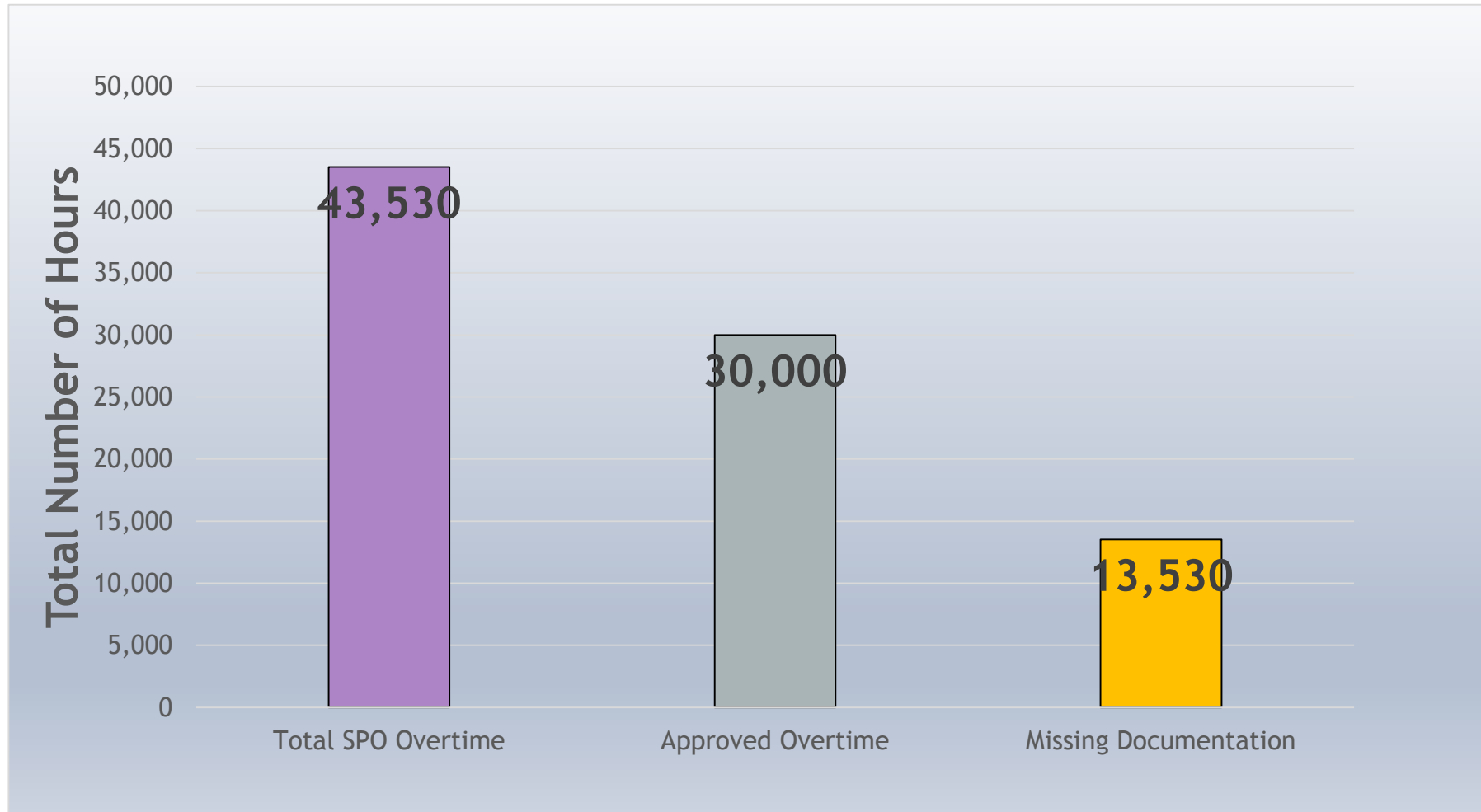
© ICB

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
<http://www.montgomeryschoolsmd.org/departments/facilities/schoolplantops/forms.aspx>

SPO Overtime Summary for FY 2017



Contact Person

Pay code and PACS

Ms. Usha Arora
Ph: 240-314-1078

SPO Supervisor

Gregory Williams	240-876-5509
June AchaMorfaw	240-507-8368
Keith Snowden	240-876-5506
Robert Bishop	240-876-5512
Rosa Pineda	240-372-0852
Seymour Thomas	240-876-5504

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