

Administrative Procedures for Overtime and Discretionary Time (Attachment for Policy No. 330)

Purpose

The School District of Philadelphia (“District”) adopts these procedures to effectuate Board of Education Policy 330, Overtime and Discretionary Time. The Board of Education (“Board”) recognizes the need to administer overtime and discretionary time off in accordance with the Fair Labor Standards Act (“FLSA”) and collective bargaining agreements for all employees. Board Policy 330, Overtime and Discretionary Time, applies to all non-represented employees. Represented employees should refer to the applicable collective bargaining agreement (“CBA”).

Definitions

Exempt Employees: Employees who are exempt from both the minimum wage and overtime pay provisions of the FLSA as they are paid on a salary basis at a weekly amount determined by the FLSA and perform duties that render them classified as bona fide executive, administrative, or professional employees under the requirements of the United States Department of Labor’s (“DOL”) regulations. Certain computer employees and outside sales employees, if any, may also fall under this definition pursuant to DOL regulations.

Non-Exempt Employees: Employees who are covered under the minimum wage and overtime pay provisions of the FLSA.

Procedures

I. Processing Overtime for Non-Represented, Non-Exempt Employees: Overtime must be pre-approved in writing by the employee’s supervisor. For purposes of computing overtime, credit shall be given for hours worked as recorded in District records and provided by law.

- **Home Location:** The employee responsible for processing payroll at the assigned location processes overtime for non-represented non-exempt employees through the online Time and Attendance Time Sheet (“TPER”). The administrator should review all online TPER entries to verify that it is complete, accurate and matches the employee’s overtime sign-in records prior to applying the online approval for payroll entry each pay period. The paper TPER must be kept by the processing department.
- **Non-Home Location:** Overtime for a non-represented non-exempt employee that works at a location other than their home organization is submitted on a Payroll Adjustment to Gross [\(S-324\) form](#) after the non-recurring activity has ended by the employee responsible for processing payroll at the location. S-324s are used to pay employees for non-recurring activities and should be submitted after the activity has ended but within the pay period that the activity occurred to ensure a timely payment to the employee. The department submitting the overtime must keep the S-324 and the S-19 in a secure file. The S-19 with the administrator’s signature **must** be submitted with the S-324 to the Office of Classification and Compensation within the pay period that the employee

worked overtime. The late submission of overtime paperwork may lead to employees not receiving overtime pay in a timely manner and will complicate budgeting.

To complete the S-324, the employee responsible for processing payroll at the location should do the following:

1. Indicate the ABC code.
2. Indicate the date that the S-324 is being prepared.
3. Indicate the fiscal year.
4. Indicate the payroll period ending date.
5. Indicate the employee's name and ID number.
6. Indicate the adjusted amount for each line. Multiply the number of hours by the hourly rate or the number of days by the daily rate.
7. Indicate the date(s) worked per line.
8. Indicate the number of hours worked each day for employees being paid by the hour, or the number of days worked for employees being paid the daily rate. This information must be clearly indicated.
9. Indicate the hourly rate. If the employee is assigned to the school or office, see the Employment Verification Inquiry (QVER) on ADVANTAGE™. Contact the Office of Classification and Compensation if assistance is needed.
10. Indicate the name of the office.
11. Provide a brief description of the activity.
12. The Administrator must approve and sign the S-324 and the S-19.
13. Indicate the name and title of the Administrator approving the time submitted.
14. Forward to appropriate Chief to obtain your Cabinet level approval.
15. After the Chief has approved, send the S-324 to the Office of Classification and Compensation for approval and processing and it will be forwarded to the appropriate offices.

II. Authorization of, and Record Keeping for, Discretionary Time Off for Non-Represented, Exempt Employees: For non-represented exempt employees only, discretionary time may be considered for work that includes supporting evening, weekend events, or on holidays to complete a project. Discretionary time is not awarded on an hour for hour basis and should not be used for additional hours that are routinely worked. The amount of discretionary time off granted is at the discretion of the department manager with pre-approval in writing by the Department Chief.

1. The Deputy or direct supervisor e-mails the requests to award discretionary time off to the Department Chief, including the name of the employee and the dates and hours worked for the assignment for which discretionary time off is to be awarded with the recommended amount of discretionary time (either a half day or a full day).
2. The Department Chief reviews the request and approves, denies, or modifies the discretionary time off award. The Chief can send the request to the Chief Talent Officer if there is a dispute, but it is otherwise not required.

3. The Department Chief e-mails the Deputy about the approved, denied, or modified discretionary time off award.
4. The Deputy communicates to the employee that discretionary time off will be awarded.
5. The department maintains a spreadsheet reflecting the date, assignment, and hours worked for the discretionary time off award and the date and day (half day or full day) when the discretionary time off is to be taken and any remaining days for discretionary time off.
6. The employee submits a [Request for Absence \(SEH-86\)](#) to the Deputy at least one day in advance of using the discretionary time off. The employee responsible for processing payroll in each department has SEH-86 forms available.
7. The Deputy approves the Request for Absence (SEH-86), checking the box on the form for “other” and entering the pay type code F23 (approved leave with pay).
8. The employee must use the discretionary time off within the fiscal year that it was awarded.
9. Use of discretionary time off is allowed while the employee works in the department that awarded it. Unused discretionary time off is lost when an employee moves to a different organizational unit, or when an employee leaves the District. Unused discretionary time off cannot be paid out upon termination of service.

The Office of Classification & Compensation should be contacted at (215) 400-4650 or via email at compensation@philasd.org with any questions.