

COMPENSATION GUIDES NON-INSTRUCTIONAL/SUPPORT PERSONNEL

Compensation for all school employees shall be based on applicable salary schedules or hourly rates established by the Terrebonne Parish School Board, with the exception that no employee shall receive less than the minimum established by state or federal law. No employee who is rated *ineffective* pursuant to the Board's performance evaluation program shall receive a higher salary in the year following the evaluation than the employee received in the year of the evaluation.

OVERTIME

1. Hourly Wage Employees
 - A. Overtime work which will be paid by non-reimbursable funds must be necessitated by extreme emergency. Such overtime must be authorized by the department head, with the approval of the Superintendent or his/her designee. Overtime work for school-related activities shall be paid out of school-generated funds.
 - B. The employee performing approved overtime work shall have the option of receiving overtime pay or release time. Release time shall be approved by the department head and shall not affect the orderly operation of the school system.
 - C. Compensation for overtime pay shall be one and a half (1 ½) times the hourly rate of pay. Release time shall be one and a half (1 ½) times the overtime worked.
2. Other Employees
 - A. Overtime work necessitated by extreme emergency must be authorized by the Superintendent or his/her designee. Extreme emergencies are such events as natural disasters or man-made disasters.
 - B. The employee performing approved overtime shall be compensated with release time. Release time shall be approved by the Superintendent and shall not affect the orderly operation of the school system.
 - C. Release time shall be one and a half (1 ½) times the overtime worked.

BUS OPERATORS: COMPENSATION FOR BREAKDOWN TIME

Breakdown time which exceeds thirty (30) minutes beyond the regular route will be compensated at a rate of no less than the minimum established by state and federal

law.

Revised: November 2012

Revised: January 2018

Ref: Board minutes, 5-23-90, 11-20-12, Forethought wd. revisions 1-30-18.