

Refugio ISD Notice of Extra Duty Assignment Rate 2021-2022

For the 2021-2022 school year, Refugio ISD will be paying a rate of **\$10.00** per hour for actual hours worked at all extra duties or events that occur beyond or outside the regular school day or outside the scope of regular, daily job responsibilities. All extra-duty assignments **MUST** have prior approval from a campus principal, Executive Director of Finance, or Superintendent. Employees that accept extra duty assignments must clock in for the entire time on duty and clock out when the assignment is completed. Failure to use the automated time clock system may result in disciplinary action or loss of opportunity to work future extra-duty assignments.* If you are unable to utilize the automated time clock, you must complete a time sheet and submit to central office.

Examples of extra-duty assignments: bus driver; club sponsor; gate or door keeper; locking up after an event; ticket sellers/takers; game clock or book keeper; etc

Over Time (OT) for Eligible employees (not exempt from overtime regulations)—Single Job

Eligible employees with a single job responsibility for the District will have an overtime (OT) rate for the extra-duties performed beyond normal job assignments/responsibilities of **\$15.00** per hour for time that exceeds 40 hours in a given week. OT will **NOT** begin until an employee has worked 40 hours in a given week and will be paid at 1.5 times the event rate (\$10 per hour X 1.5 = \$15.00 per hour OT rate). Please be aware of your hours worked in a week as working extra-duties during a short week may not generate OT pay. Please know that Refugio ISD will follow the regulations of the federal Fair Labor Standards ACT (FLSA) Wage and Hour Division pertaining to overtime pay.

Over Time (OT) for Eligible employees (not exempt from overtime regulations)—More than 1 Job

Eligible employees with more than one job for the District will be paid **\$10.00** per hour for extra-duties/events after the employee has clocked out at the end of the regular work day and **\$15.00** per hour OT pay. NOTE: A **blended** overtime rate will be applied for OT earned during the regular work week. This means that all regular hourly rates for all jobs performed for the District are “blended” together to determine the OT rate. Beyond 40 hours, OT will be paid at 1.5 times the “blended rate” of the work performed during OT hours.

Please sign below as acknowledgement that you are aware of the rate that Refugio ISD will pay for extra-curricular, co-curricular, or other events that fall outside the regular school day and beyond the employee’s normal, daily job responsibilities. Employees are free to accept or decline any offer to work extra-duty events.

_____ I accept the extra-duty assignment rate and wish to be on the extra-duty assignment list.

_____ I do not accept the extra-duty assignment rate and do not wish to be on the extra-duty assignment list.

Employee’s Signature

Date

Automated Time Clock Lunch Adjustment

As a courtesy to employees in the 2021-2022 school year, Refugio ISD will use an automatic “clock in” – “clock out” feature for all hourly employees. This feature will clock you out and in for your assigned lunch period. We believe this automatic clock in/clock out will be a time saving feature that will eliminate hours spent recording time adjustments while allowing you to enjoy your entire designated lunch period without the hassle of the time clock.

Please do not abuse this system. By LAW, you must take a 30 minute DUTY FREE lunch and we are entrusting you to follow this requirement.

Please note that it is your responsibility to ensure that we have accurate records of time worked. If you have a lunch irregularity (too long/too short), it is up to you to notify central office in writing so that we can make adjustments in payroll.

We are excited to offer this service of convenience!

Please sign below to acknowledge understanding that you will automatically be clocked in and out at your designated lunch time and that it is your responsibility to report to Central Office any irregularity in your duty free lunch period.

Employee Signature

Date