

POLICY GCMD

Board of Education Las Cruces Public Schools

Related Entries: GCMD-R

Responsible Office: Associate Superintendent for Operations

Applicable To: Union Certified Employees Union Classified Employees Non-Union Employees All Employees

STAFF EXTRA DUTY AND OVERTIME PAY

I. PURPOSE

To create a process that delineates extra duty requirements of staff and that regulates overtime work.

II. BACKGROUND

School district staff may be expected to assume reasonable duties over and above their regular job responsibilities in order to provide students with a comprehensive education. Overtime work may also be necessary to fulfill district needs.

III. POSITION

- A. This Policy applies to all district employees (faculty and staff), unless specifically preempted by the provisions of an applicable collective bargaining agreement covering the district employee. The district employee is directed to the provisions of the applicable collective bargaining agreement on this topic for further guidance and possible changes or additions to this Policy as applied to the district employee.
- B. School district staff shall perform duties, activities and/or services in addition to those to which they have been regularly assigned by the Superintendent of Schools or his/her designee.
 - 1. The school district shall compensate employees for overtime work in accordance with the federal Fair Labor Standards Act, PL 81-393, 63, 29 U.S.C. Chapter 8, and/or state statute, §22-10A-39 NMSA 1978.
 - 2. The school district may compensate employees for extra duty in accordance with the supplementary/increment pay schedule(s) that is/are annually approved by the LCPS Board of Education.
 - 3. The district shall establish a process for the assignment of extra duties. Employees who are responsible for extra duties shall be appropriately notified by the Human Resources Department as to the length and schedule of their extra assignment(s).
- C. The Superintendent of Schools shall promulgate a regulation for the enforcement of this policy.

IV. REVIEW

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.



Board of Education, President

February 15, 2011

Date Approved

History: Formerly Policy 224 (Extracurricular Activities/Assignment Contracts); revised 11.22.95, 10.17.00; Replaces Policy #224, 1st reading 12.14.10; 2nd reading, 01.18.11; 3rd reading, 02.15.11

Legal Reference: PL 81-393, 63, 29 U.S.C. Chapter 8; §22-10A-39 NMSA 1978