

Parent Coordinator Overtime Policy -- How to Avoid Unauthorized Overtime

A. Over Time Policy.

Parent coordinators have a thirty-five hour (35) work week (i.e. eight (8) hours per day, minus one hour each day for lunch). You can set the work hours of a parent coordinator to accommodate the schools' needs – for example, you may adjust his/her schedule on a day-to-day basis and may require weeknight and weekend hours. Parent coordinators are required to record all of their time by punching a time card. You should review and sign the time card on a weekly basis. Parent coordinators may work beyond thirty-five (35) hours in any given work week only with prior written approval from you or your designee. Overtime is solely at your request and shall not be authorized at the request of the parent coordinator or after the fact. Failure of a parent coordinator to comply with this policy may result in disciplinary action up to and including termination.

With prior written approval, a parent coordinator may work an additional five (5) hours per week (i.e. a total of forty (40) hours in a workweek) and receive compensatory time off for each hour worked between thirty-five (35) and forty (40) hours. With prior written approval, a parent coordinator may work beyond forty (40) hours in any given workweek however for any hours above forty (40), s/he shall receive overtime compensation – i.e. 50% of the parent coordinator's usual hourly wage or "time and a half." Any overtime compensation is paid from the school's budget.

B. Guidelines.

Overtime compensation can add up very quickly and can amount to a large charge against your budget. The law requires that supervisors take affirmative steps to prevent unauthorized overtime – including discipline if necessary. In order to avoid incurring unauthorized overtime compensation charges, you should follow the following guidelines:

- **Review Parent Coordinator Overtime Policy:** You or your designee (e.g. an assistant principal) should meet and review the Parent Coordinator Overtime Policy with your parent coordinator. Emphasize that overtime is not a benefit but rather, is only appropriate when the needs of your school demand it. Your parent coordinator should sign an employee acknowledgement in which s/he acknowledges that s/he has read and understands this policy.
- **Review Parent Coordinator Schedule:** Meet with your parent coordinator to review his/her schedule – either for the school year or term – and discuss anticipated overtime projects and an appropriate schedule.
- **Recording Time:** Do not ask your parent coordinator to clock out and continue work. Should you see your parent coordinator in school beyond his/her normal working hours – and such additional time had not been pre-approved by you – instruct your parent coordinator to cease work for that day because overtime had not been approved and memorialize any instructions in a letter or memorandum.

- **Written Authorization:** Any hours to be worked beyond the thirty-five (35) hour workweek must be approved in advance and in writing by the principal.
- **Unauthorized Overtime – Pay and Discipline:** In the event a parent coordinator works beyond the thirty-five (35) hours without prior written approval, this is unauthorized overtime. You must still compensate the parent coordinator appropriately (i.e. with compensatory time off if less than forty (40) hours; with overtime compensation if above forty (40) hours). However, the parent coordinator should receive appropriate discipline (e.g. written reprimand for first instance) for failure to follow overtime policy.
- **Do Not Condone Unrecorded Time:** A “good” parent coordinator is *not* one who comes in early and stays late without clocking in; this employee is failing to follow the policy that requires parent coordinators to record all time and the policy against unauthorized overtime. Do not reward or condone unauthorized and unrecorded work time.

If you have any questions contact the Office of Labor Relations, (212) 374-7920, or the Office of Legal Services, (212) 374-6888.

Parent Coordinator – Work Schedule and Compensatory Time and Overtime Policy

Work Schedule

Parent coordinators are assigned to a work schedule of eight hours a day, minus one hour for lunch. After five (5) hours, a lunch break of a ½ hour must be taken in accordance with civil service law and Department of Education rules and regulations. This is called a 35 hour work week. This is a 12 month position, for the full calendar year, which is different from the schedule for students. This means that summer and school breaks are times when the parent coordinators are expected to work, unless with the approval of the principal they choose to use earned vacation time. Whenever possible, at the beginning of the work week, the principal should advise the parent coordinator of any events or meetings that may require working different hours for the upcoming week.

The daily work schedule is established in consultation with the school principal. The principal can set the work hours of a parent coordinator to accommodate school parents' needs. This includes adjusting the work schedule of the parent coordinator on a day to day basis within the week, and may mean working weeknight or weekend hours. For example, a parent coordinator may be required to be in attendance at an evening function and then be authorized by the principal to report at a later start time for the following work day.

Compensatory Time and Overtime

Parent coordinators are required to record all of their time by punching a time card. The principal/supervisor shall review and sign the time card on a weekly basis. With prior written approval of the principal, parent coordinators may work an additional five (5) hours per week and receive compensatory time. Compensatory time is strictly limited to time worked between 35 and 40 hours in a week and results in a straight time credit for each additional hour of work. With prior written approval of the principal, parent coordinators may work above 40 hours per week and shall receive overtime pay. Time above 40 hours is credited as time and one-half and must be compensated for in cash through the payroll system. There is no provision to credit time worked above 40 hours in any given week as compensatory time. The "Verification of Compensatory Time or Paid Overtime Performed by Parent Coordinator" form should be used to record and approve compensatory time and overtime. Overtime is solely at the principal's/supervisor's request and shall not be authorized at the request of the parent coordinator or after the fact. Failure of a parent coordinator to comply with this policy may result in disciplinary action up to and including termination.

The work week commences on any Sunday and ends the following Saturday. For example, a parent coordinator who works 35 hours, Monday to Friday, and works an additional 5 hours on Saturday receives 5 hours of compensatory time. If that same parent coordinator is asked to work on Sunday, the first day of the following work week, these hours would be credited towards completion of the next 35 hour work week period.

Parent coordinators who may not use annual leave time until after three months of employment are allowed to request the use of earned compensatory time during this period. Compensatory time that is not utilized within three months from the date earned must be transferred to a person's sick leave balance. The principal may grant permission to carry over compensatory time.

Note: Any overtime compensation is paid from the school's budget. Principals are permitted to use discretionary funds in their budget to provide cash payment for overtime. The current cap limit on overtime is \$59,000 in a calendar year including annual salary.

ACKNOWLEDGEMENT FORM

I have received a copy of the Department of Education's Parent Coordinator Work Schedule and Compensatory Time and Overtime Policy and understand that it states terms and conditions which apply to my employment.

Name (Please Print):

Signature:

Date: