

FOOD AND NUTRITION PROCEDURES

Number	G-9
Reviewed	July 2009
Effective	July 2006
Page	1 of 1

Miami-Dade County Public Schools

Subject: OVERTIME – FOOD SERVICE EMPLOYEES

For Action By: PRINCIPALS, FOOD SERVICE MANAGERS

Refers Questions to: FOOD SERVICE ADMINISTRATORS, DEPARTMENT OF FOOD AND NUTRITION

APPROVAL

Prior approval for overtime must be obtained in writing from the Director of Operations of the Department of Food and Nutrition, except in an emergency when a request may be approved verbally and confirmed in writing.

PROCEDURES

After approval for overtime has been received, the following procedures must be observed:

- A. For each employee scheduled to work overtime an electronic RPA must be generated to add the names to the V Payroll. Other budget information does not require change.
- B. Each payroll period a Payroll Code V Attendance Roster listing employees approved for overtime will be generated and sent to the school.
- C. The Payroll Code V Attendance Roster is to be completed and returned to the Payroll Department with all other rosters, whether or not overtime is worked.
- D. Payment for overtime worked will be included on a subsequent check.
- E. Overtime must be documented on the payroll sign-in roster for audit purposes.

Overtime is limited to 50 hours per pay period without prior approval of the Chief Personnel Officer.