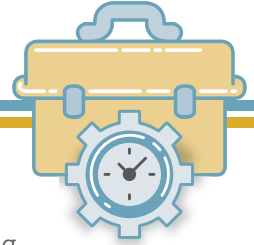


OVERTIME MITIGATION TOOLKIT

PART I: Managing Overtime and Compensatory Time



WHAT YOU SHOULD KNOW

As a manager, it is crucial to effectively manage overtime (OT) and compensatory time for your team members to ensure compliance with Fair Labor Standards regulations and optimal productivity. The **Overtime Mitigation Toolkit** equips managers with resources, templates, and guidance needed to manage overtime and compensatory time effectively.

OVERTIME REGULATIONS

As the district prepares to align with the Superintendents goal to create a high-performance and transformative culture, overtime regulations are in place to protect employees and ensure rightful compensation for additional hours worked beyond standard work hours.

Here are key regulations and guidelines:

- **Salary versus OT Percentage Limit:** Prohibits overtime compensation to exceed 10% of an employee's annual salary. Managers must monitor OT approval and usage to prevent excessive overtime costs. Non-General Fund overtime, overtime related to property rentals, overtime for disaster recovery through the Insurance Recovery Fund, and overtime for HISD Police are not subject to this limit.
- **Mitigating Overtime:** Managers must review work schedules and volume to determine business need for overtime. After assessing the need to work beyond the standard workday, proactively plan to either distribute the work or overtime more effectively, determine if there is a need to open an additional position, or manage current human resources and work products more effectively to minimize or eradicate the need for overtime. Here are a few tips to consider when managing and assessing OT needs:
 - Efficient staffing review and allocations
 - Monitoring of employee work hours
 - Realistic project planning
 - Cap overtime limit
 - Create and share overtime practices with all employees
 - Cross-train employees



Allow overtime **only** when there is a legitimate business need. Effective 24-25 school year, if overtime is foreseeable, the **Overtime Request Form** must be submitted with at least 24 hours' advance notice. For unforeseeable overtime, it must be submitted no later than 24 hours after working the overtime. Managers are required to approve requests within 24 hours of receipt.

COMPENSATORY TIME

Compensatory time, often referred to as comp time, is an alternative to paying overtime wages to eligible employees. Comp time allows employees to accrue time off in-lieu of overtime pay for extra hours worked. Here is how to manage comp time effectively:

- **Accrual and Usage:** Comp time accrued should be used prior to the end of an employee's work calendar.
- **Tracking:** Utilize TCP as a tracking tool to regularly monitor and communicate accrued comp time balances to employees. Please note that comp time balances are updated after the close of each payroll, so comp time earned or used during a current payroll period will not be reflected in the balance.
- **Comp Time Approval:** Ensure requests are reviewed promptly and equitably. Click [here](#) for more information regarding comp time leave allocations. Compensatory time must be PRE-APPROVED by an employee's direct supervisor. Non-exempt staff must be notified in advance of working the overtime that they will receive compensatory time at a rate of time-and-a-half instead of overtime pay.

COMMUNICATION AND TRAINING

Effective communication and training are essential to make certain employees understand overtime and comp time policies. Consider the following strategies:

- **Resources:** Ensure that both managers and employees have access to the compensation plan for thorough review, making sure employees are well-informed of the district's rules and regulations concerning overtime and comp time.
- **Training and Awareness:** Conduct training sessions to educate employees on relevant guidelines, regulations, updates, and best practices related to overtime and comp time management.
- **Reporting Tool:** Utilize [this tool](#) to monitor and manage overtime percentage rates. A comp time usage report is under development by Payroll (to be announced as soon as it is ready).
- **Frequently Asked Questions:** Click [here](#) to access the overtime mitigation FAQ document.

CONCLUSION

Implementing clear guidelines, tracking systems, and communication ensure increased productivity and compliance while supporting the overall well-being of the team.

Continued



OVERTIME MITIGATION TOOLKIT

PART II: Managing Overtime and Compensatory Time | Additional Guidelines

Managing overtime and compensatory time is crucial for maintaining a productive and balanced work environment. Below are additional strategies and guidelines for managers to gradually reduce overtime and take expected corrective action when needed.

CLEARLY COMMUNICATE AND SET WORK SCHEDULES



- Ensure work schedules are well-defined and communicated to employees. Clear expectations help prevent unnecessary overtime.
- Utilize flexible work arrangements to avoid excessive overtime.
- Distribute tasks evenly among team members to maintain equity, productivity, and reduce overtime demands.

OVERTIME APPROVAL



- Effective 24-25 school year, overtime requests should be recorded using the [Overtime Request Form](#).
- Communicate with employees regarding overtime and comp time balances in a timely manner.
- Ensure all employees are familiar with overtime and comp time guidelines and regulations (Reference: *2024-2025 Compensation Plan*).



UNDERSTANDING COMPANY POLICIES AND OVERTIME REGULATIONS

- Communicate district guidelines and regulations regarding overtime and comp time to all team members.
- Provide a structured framework for employees to follow, ensuring that relevant aspects of overtime and comp time are consistently reviewed.
- Ensure overtime hours are authorized and necessary for business operations.

ADDRESSING OVERTIME ABUSES

- Address any instance of unauthorized overtime or misuse of comp time promptly.
- Investigate and take corrective action as needed for any violation of overtime guidelines and regulations:

1st offense

Non-disciplinary directive

2nd offense

Verbal warning (memorialized in writing) – share copy with HR for filing

3rd offense

Written warning – share copy with HR for filing

4th offense

Written warning – share copy with HR for filing

5th offense

Contact Employee Relations at EmployeeRelations@houstonisd.org for support with the termination process

SUPPORT

- Conduct regular audits to ensure compliance. Click [here](#) to learn how to access the OT reporting tool.
- Address any discrepancies during the audit process with payroll in a timely manner.
- Provide extensive training and guidance to managers regarding the monitoring and management of overtime and comp time to clearly define roles and responsibilities.
- Contact Payroll, Payroll@houstonisd.org or Employee Services, EmployeeServices@houstonisd.org for support.



REMEMBER: Effective management of overtime and comp time may contribute to employee satisfaction, productivity, and overall organizational success!