



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Additional Time and Overtime Policy –
Classified Staff Working with Students
with Disabilities

NUMBER: BUL-5616.3

ISSUER: Anthony Aguilar, Chief of Special
Education, Equity & Access
Division of Special Education

DATE: January 17, 2020

ROUTING

All Locations and Schools
Local District Superintendents
Local District Administrators of
Operations
Local District Special
Education Administrators
School Administrators
Special Education Resource
Coordinators
Supervising Special Education
Assistants
Time Reporting Personnel
Classified Special Education Staff

POLICY: The policy of the District, in accordance with the federal “Fair Labor Standards Act,” is to provide overtime pay at time and one-half for all work in excess of eight hours a day or forty hours a week for employees on a standard workweek (5 days, 8 hours per day).

It is the policy of the District that both regular and probationary classified employees are eligible for paid additional and/or overtime. Certificated employees, classified administrative and executive employees are not eligible for paid overtime.

MAJOR CHANGES: This Bulletin replaces BUL-5616.2 of the same title, issued July 6, 2015. Changes to this version include:

- All uses of additional time and overtime for classified staff working with students with disabilities must be pre-approved by the Division of Special Education.
- Updates to the report review process have been added including an electronic request form using Google Doc.

DUE DATE: October 24th of each school year. All schools must submit a request for additional time and overtime required to provide transportation coverage.

GUIDELINES: This bulletin is an expansion of and a supplement to BUL-5996.1, “Overtime Policy - Classified Employees,” issued July 7, 2017. This bulletin outlines the required process for approval of additional time and overtime for classified staff working with students with disabilities.



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Administrative Procedures

For classified staff assigned to work with students with disabilities as either permanent or part time staff members, the following procedures apply:

- I. All additional time and overtime must be approved in writing within three working days of use by the Director of Special Education Operations or certificate administrative designee.
 - a. This approval must always be confirmed by the site administrator.
 - b. Requests are to be made by using Google Form <https://tinyurl.com/y6hpej9b>.
 - c. Schools must submit one request form per employee.
- II. A site administrator may face an emergency involving the health or safety of a student with a disability. In these rare situations, verbal approval for overtime may be sought by calling the Special Education Operations and asking to speak with the Director or Coordinator at (213) 241-6701. The site administrator is responsible for submitting the approval form within 24 hours of verbal approval in order to maintain appropriate documentation at the school site.
- III. For audit purposes, receipt of the Google Form submission for overtime must be retained at the work location for five years.
- IV. Employee shall not be assigned to work more than 40 hours of overtime per pay period or 500 hours of overtime per year. Any exceptions require the prior approval of the Director, Special Education Operations.
- V. Time Reporting requirements are outlined in page 2 of BUL-5996.1, "Overtime Policy – Classified Employees," dated July 7, 2017.
- VI. The Division of Special Education monitors use of overtime by generating monthly reports and will review these reports to ensure the limitations outlined in this bulletin are met. This review process will include:
 - a. Priority given to all full time (7- 8 hours) employees assigned to ride the bus.
 - b. Part time employees (6 hours) may be assigned when school has exhausted all full-time qualified staff.
 - c. If Overtime and/or Additional Time is given, it must align to the 2014-2017 LAUSD/Unit B contractual requirement:

Article IX - 5.0 Temporary Additional Hours

"Insofar as practical, temporary, additional non-overtime hours available at a site shall be distributed equitably among those qualified employees at the site who volunteer for such hours provided, however,



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that such increase in hours should not result in making part-time employees full-time or non-benefited employees benefitted. In the event that insufficient qualified employees volunteer, the assignment shall be made by the appropriate administrator. The administrator shall make reasonable efforts to distribute equitably such assignments. Assignments of additional hours in Early Education Centers shall be made in accordance with Child Development Division Bulletin No. 0318.”

- VII. Special education schools and centers (including Career and Transition Centers) must submit an annual plan to the Division of Special Education by October 24th of each school year that details additional time and overtime required to provide transportation coverage.
- a. This coverage must be in alignment with the Individualized Education Program (IEP) of the student(s) for which the request is made.
 - b. Plan must be uploaded in Excel Format onto the Google Form, <https://tinyurl.com/y6hpej9b>
 - c. Should changes be necessary after approval is provided, an amended report should be submitted.

AUTHORITY: This is a policy of the Los Angeles Unified School District, in accordance with the federal “Fair Labor Standards Act.”

RELATED RESOURCES: BUL-5996.1; “Overtime Policy- Classified Employees,” July 7, 2017
REF-5851.2; “Procedures for Time Reporting Special Education Teachers (Certificated) and Special Education Paraprofessionals (Classified) During the Regular School Year,” January 17, 2020

2014-2017 LAUSD/Unit B Collective Bargaining Agreement

ASSISTANCE: For assistance or further information please contact a Special Education Resource Coordinator for Special Education Operations at (213) 241-6701 or by email:

- Yolanda Lopez, ylopez6@lausd.net
- Renata Medina, renata.medina@lausd.net