

Welcome to



Fort Worth ISD

Overtime Procedures



Fort Worth
INDEPENDENT SCHOOL DISTRICT

Training Topics:

- Terms
- Fair Labor Standards Act (FLSA)
- Overtime Approval
- Fort Worth ISD Procedures
- Timecard Approval
- Monitoring Overtime (Hours and Expenditures)

Terms

- Covered Employees
 - Only Non-exempt Employees are eligible to earn overtime. Examples include Admin Associates, Clerks, Teacher Assistants, Custodians and any other nonprofessional positions
- Workweek
 - Period of 40 hour work schedule
- Overtime
 - Hours physically worked over the 40 hour workweek
- Compensatory Time
 - Time off given instead of pay for overtime hours

Fair Labor Standards Act (FLSA)

FLSA provisions pertaining to public sector employees

- Covered employees must be paid at least 1.5 times their regular rate of pay for all hours physically **worked over 40** in a workweek.
- Overtime pay at 1.5 times, is only required when the 40 hour schedule was physically worked in a workweek. Hours that are paid but not actually worked are not counted when calculating the number of hours worked. Example, sick leave, holidays, jury duty, etc.
- Districts can give 1.5 hours of compensatory time off for each hour of overtime worked instead of paying a premium rate. Supervisors will ensure an understanding is in place with the employee regarding the form of compensation for overtime.

Overtime Approval

- Overtime Approvals
 - DEAB(LOCAL) states that “a nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.”
 - Principals or supervisors shall approve overtime **in advance** of it being worked, except in emergency situations, using the Online Overtime Approval reporting system at [Overtime Approval](#)
 - When situations arise, subsequent documentation will be recorded after the work is completed using the same Overtime Approval system.

Overtime Approval

The screenshot shows a web browser window displaying the Fort Worth Independent School District (ISD) Employee Page. The browser's address bar shows the URL <https://www.fwisd.org/Page/2605>. The page features a navigation menu with links for About, Pre-K, Students, Families, Community, Departments, Board, Employees, and Careers. The 'Employees' link is highlighted. Below the navigation, a breadcrumb trail reads: HOME > EMPLOYEES > EMPLOYEE PAGE > EMPLOYEE LINK HUB. The main content area is divided into two columns. The left column, titled 'Employee Page', contains a list of links including HOME PAGE, TIME CAPTURE INSTRUCTIONS, DIRECTORIES, EMPLOYEE HANDBOOK, EMPLOYEE RESOURCES, EMPLOYEE LINK HUB, CLASSROOM MODELING VIDEOS, FLEX PROFESSIONAL LEARNING, INSIDE FWISD, NWEA MAP GROWTH AND MAP SKILLS, TEACHER EVALUATION (T-TESS), ADMINISTRATOR EVALUATION (T-PSS), EMPLOYEE SERVICES, and FORT WORTH ISD COVID-19 LEAVE. The right column, titled 'EMPLOYEE QUICK LINKS', contains a list of links including MY.FWISD, CAN'T FIND A DOCUMENT? VISIT THE EMPLOYEE LINK HUB, CURRICULUM FRAMEWORKS, DISTRICT OPERATIONS SERVICE REQUESTS, DOCUMENT CENTER, EASY IEP, EDUPHORIA, EMPLOYEE LINK HUB, EMPLOYEE SELF SERVE, FLEX PROFESSIONAL LEARNING, and FOCUS. A red circle highlights the 'OVERTIME REPORTING' section, which includes links for OVERTIME APPROVAL FORM INSTRUCTIONS, RECORD OVERTIME APPROVAL, and OVERTIME POLICY (DEAB LOCAL). Below this section is the 'SUBSTITUTES & ABSENCE REPORTING' section, which includes links for REPORT AN ABSENCE (SMARTFIND), TAKE A SUBSTITUTE JOB, and LESSON PLAN FORM FOR SUBSTITUTES.

Employee Page / Employee Link x +
https://www.fwisd.org/Page/2605

TRANSLATE + Español नेपाली العربية العربية Tiếng Việt Soomaali

OUR SCHOOLS +

About Pre-K Students Families Community Departments Board Employees Careers

Fort Worth INDEPENDENT SCHOOL DISTRICT

HOME > EMPLOYEES > EMPLOYEE PAGE > EMPLOYEE LINK HUB

Employee Page

HOME PAGE
TIME CAPTURE INSTRUCTIONS
+ DIRECTORIES
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EMPLOYEE QUICK LINKS

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OVERTIME REPORTING

OVERTIME APPROVAL FORM INSTRUCTIONS
RECORD OVERTIME APPROVAL
OVERTIME POLICY (DEAB LOCAL)

SUBSTITUTES & ABSENCE REPORTING

REPORT AN ABSENCE (SMARTFIND)
TAKE A SUBSTITUTE JOB
LESSON PLAN FORM FOR SUBSTITUTES

Fort Worth ISD Procedures

- Workweek
 - FWISD's workweek is Saturday-Friday. Principals or department heads will establish a fixed 40 hour schedule based on work requirements
- Entitlement
 - Non-exempt employees **must physically work over 40 hours in a workweek to be entitled to overtime pay**. Hours over 40 when part of the hours were represented by non-worked time, will be paid at their straight hourly rate.
- Payment
 - If hours are to be paid, Kronos will automatically calculate and be imported to Munis for payment in the employee's pay check.

Fort Worth ISD Procedures continued

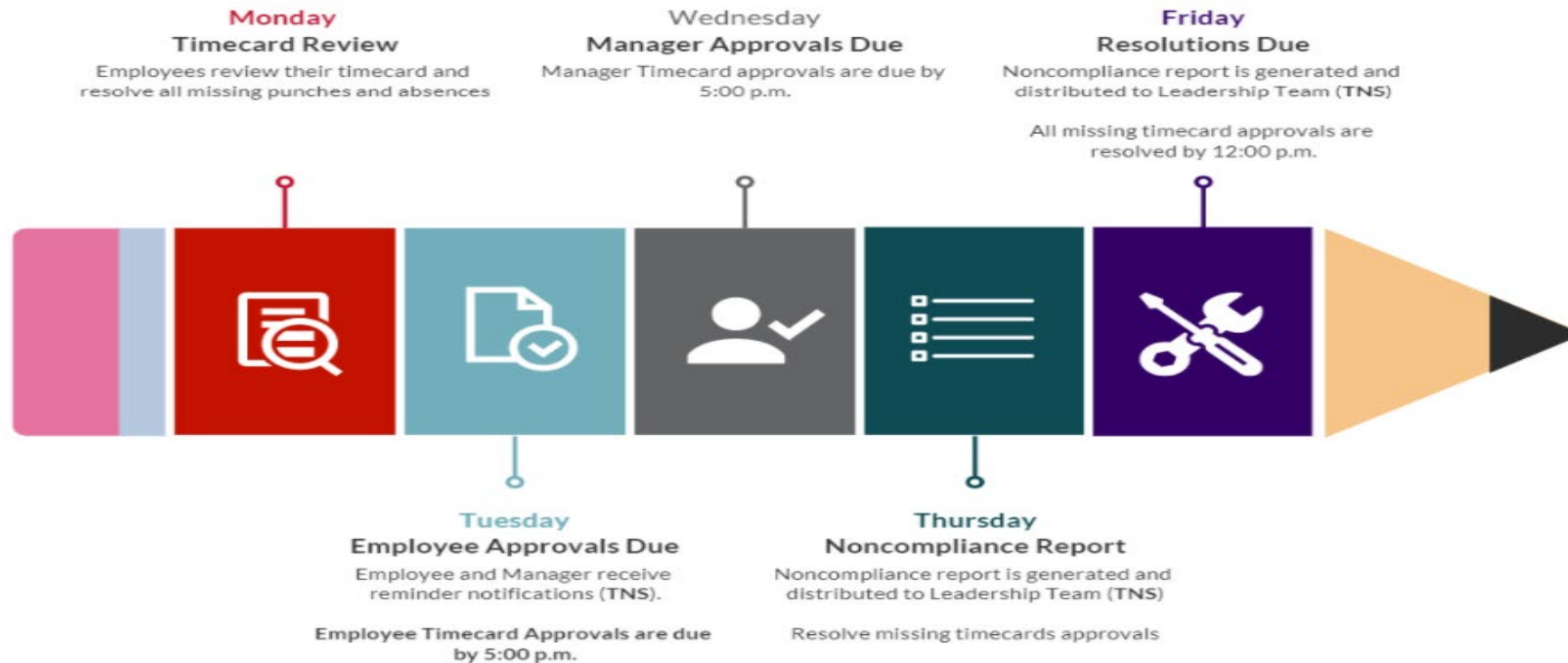
- **Comp Time**

- Principals or department managers can decide if extra time worked will be paid or earned as compensatory time.
 - The district limits the amount of comp time earned not to exceed 60 hours.
 - Time must be used during the duty year. The employee must obtain the supervisor's approval, however, supervisors must allow the employee to take comp time owed them within a reasonable period of time.
 - Time over 60 hours or unused comp time at the end of the duty year will be paid out using the location's site based budget.
 - Timekeeper at the location will move the time in Kronos from overtime to comp time. Balance will appear under the accruals tab at the bottom of the employee's timesheet.

Timecard Review and Approval

Timecard Approval Timeline

Every Timecard Reviewed and Approved



Monitoring Overtime Hours

- A monthly report of overtime hours will be sent to supervisors from the Payroll Department.
- Supervisors are required to review this report on a regular basis and address any overtime not approved via the [Overtime Approval](#) system before the work was performed.

Monitoring Overtime Expenditures

- Staff responsible for monitoring budgets should review Year to Date budget reports (object code 6121) to ensure their overtime budgets are not exceeded.
- Staff responsible for monitoring budgets can access the [Employee Overtime Pay Report](#) to review employee overtime pay totals by year, month and location.



Questions



Fort Worth

INDEPENDENT SCHOOL DISTRICT

Let's Talk: [Families /Contact FWISD/ Business and Finance \(fwisd.org\)](#)