

# INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## Overtime

### Policy O-25

The Indiana School for the Blind and Visually Impaired is committed to providing the staff, students and visitors with a safe and healthy environment to live, learn and visit. It shall be the policy of the Indiana School for the Blind and Visually Impaired that overtime procedures will be established which would ensure adequate staffing while recognizing the responsibility to be fair in treatment of employees. Overtime will be provided to address health, safety, welfare and operational needs in a timely and efficient manner that cannot be addressed during normal/regular work schedules. Overtime procedures shall encourage employees to volunteer for overtime and shall only provide for mandatory overtime when qualified volunteers are not available. Intermittent employees may be considered for voluntary overtime within their job classification. Individuals who have specific knowledge of student needs, procedures, equipment, etc. may be the first considered for overtime opportunities. Procedurally, steps will be taken to ensure the same individual(s) are not considered more frequently than others.

Records shall be maintained to ensure that employees who last worked overtime will also be the last to be drafted for mandatory overtime, as well as to keep track of total hours of overtime worked in order that employees do not volunteer for excessive amounts of overtime. Procedures shall also allow an employee to refuse a mandatory overtime assignment three times without repercussions within a six month time period. In rare instances, depending on the need for student coverage, the refusal may occur during a single shift. Employees should also be encouraged to split overtime assignments between shifts, when appropriate, each working a four (4)-hour assignment.

### ISBVI Policy O-25

**Reviewed and Approved:** 1/11/10, 8/5/11, 10/21/13, **8/20/18**

**ISBVI Superintendent:** \_\_\_\_\_

\_\_\_\_\_ **Date**

**ISBVI Board Chair:** \_\_\_\_\_

\_\_\_\_\_ **Date**