



## ADMINISTRATIVE POLICY

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### STAFF RATE OF PAY FOR MONITORING EARLY/ LATE BUSES

The Clarksville-Montgomery County School System (CMCSS) Student Transportation Department hires and employs several classifications of school employees. During a critical bus driver shortage, several schools will be required to maintain employees at schools to monitor students being held for early/late bus arrivals. Classified and Certified staff will be compensated according to this administrative policy.

#### **Classified Staff are compensated at \$20.00 per hour in fifteen-minute increments:**

Classified staff will complete the Classified Timesheet (PAY-F029) for extra pay outside normal duties which will be completed and certified by the principal biweekly. Classified employees please refer to [HUM-085](#) for the policy on overtime/compensatory time. Original hard copy timesheets must be sent to the Payroll Department for processing.

#### **Certified Employees are compensated at \$30.00 per hour in fifteen-minute increments:**

Certified staff will complete the Certified Timesheet (PAY-F028) for extra pay outside of normal duties which will be completed and certified by the principal monthly. Original hard copy timesheets must be sent to the Payroll Department for processing.

#### **Fiscal Accountability and Responsibility:**

The principal will email copies of completed timesheets to the Assistant Transportation Manager for processing thru payroll.

**Start Times:** The time the staff member reports to his/her designated location to receive/hold students indicate the Start time.

**End Times:** The time the last student exits/boards a bus, with confirmation that no students are remaining on the bus or at the designated location.

These times are verified by the Principal/Assistant Principals.

**ASSOCIATED DOCUMENTS:** Certified Staff Timesheet (PAY-F028)  
Classified Staff Timesheet (PAY-F029)

#### **REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/22/22	IR	
8/18/22	A	Title: Deleted "Classified And Certified", added "Early/"; Paragraph 2: Underlined "one (1) staff member per two (2) buses being held at the schools for early/late buses."; Paragraph 3: Deleted entire paragraph; Paragraph 4: Added "Staff are compensated at \$20.00 per hour in fifteen-minute increments.", added "(PAY-F029)", added "Original hard copy timesheets must be sent to the Payroll Department for processing."; Paragraph 5: Added "Staff are compensated at \$30.00 per hour in fifteen-minute increments.", added "(PAY-F028)", added ""Original hard copy timesheets must be sent to the Payroll Department for processing." Associated Documents: Added "(PAY-F028)" and "(PAY-F029)".

**\*\*\* End of Policy \*\*\***