

# MAINTENANCE DEPARTMENT – OVERTIME REPORTING AND ACCOUNTABILITY PROCEDURE

WARNING: ONLY ELECTRONIC VERSIONS ARE CONTROLLED

DOC# MTC-P019, Rev. C  
DATE: 20-August-2012

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## 1.0 PURPOSE:

- 1.1 This procedure defines responsibilities of employees to receive approval and to correctly report all overtime worked both to Maintenance HR and the Maximo work order system. Maintenance continues to quality control all work reported in Maximo for correct and accurate reports of labor and materials.

## 2.0 RESPONSIBLE:

- 2.1 Director III of Maintenance
- 2.2 Directors of Maintenance
- 2.3 Maintenance Human Resources
- 2.4 Maintenance Supervisors
- 2.5 Maintenance Coordinators

## 3.0 PROCESS INPUT:

- 3.1 MTC-F003 - Overtime Request Form
- 3.2 CCF-74 – Clark County School District Form "Overtime/Compensatory Time Authorization"
- 3.3 MTC-F005 – Job Safety Analysis Form

## 4.0 DEFINITIONS:

- 4.1 CCSD: Clark County School District
- 4.2 Maintenance HR: Maintenance Human Resources
- 4.3 Maximo: Web-based Enterprise Work Order system used by CCSD to input work requests.
- 4.4 QA/QC: Quality Assured and Quality Controlled
- 4.5 OSII: Office Specialist II

## 5.0 SUPPORTING DOCUMENT REFERENCES:

- 5.1 MTC-F003 Overtime Compensatory Time Request for Approval Form
- 5.2 CCF-74 Overtime Compensatory Time Authorization
- 5.3 Overtime Quality Control Worksheet – Maximo Report
- 5.4 CCSD Regulation 4293

## 6.0 PROCESS DESCRIPTION:

- 6.1 Except in the case of an emergency, which is defined as a serious, unexpected, and unanticipated situation that requires immediate attention, all overtime must be approved in advance. Personnel must ensure that overtime is pre-approved by their immediate Supervisor, the Supervisor offering overtime in addition to the associated Coordinator(s).
- 6.2 All overtime pre-approval forms must be submitted, at least two (2) days, with preference of (3) three days, before the scheduled overtime date. For example: Supervisor must submit the request on or before Thursday for weekend work.
- 6.3 Pursuant to CCSD Regulation 4293: Except in the case of an emergency, authorization for overtime use or expenditures must be approved by the appropriate division head (EG:

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Associate Superintendent of Facilities) or the appropriate superintendent. Upon authorization, designated department heads (EG: Maintenance Director III, Director I; Maintenance Manager or Director I; Maintenance Assistant Director) will assign, approve, and monitor employee overtime. If the supervisor fails to obtain approval "the supervisor" may be subject to corrective action. Coordinator or Designee scans the MTC-F003, Overtime Compensatory Time Request for Approval Form, and then emails it to Director I. Director III/Director I forwards to Assistant Superintendent for approval. Once approved printout is given to Admin Clerk and Office Supervisor for folder.

- 6.4 A craft supervisor has the right to modify the work schedule based upon emergent situations. For example: if the overtime pre-approval, is for a specific work order or multiple work orders, and the supervisor chooses to modify the scheduled work, the employees' CCF-74s must reflect the actual work performed. Additionally, the supervisor must provide written justification to the Director I; Maintenance Manager by the next business day.
- 6.5 All Maintenance Personnel who work overtime must report "premium pay" accurately in Maximo before completion of shift. Failure to input overtime in Maximo, may cause reports to be inaccurate and will reflect negatively on the Maintenance Department during an audit. A copy of the work order, showing OT has been entered for the employee, must be attached to the CCF-74.
- 6.6 Maintenance HR or appointed employee upon receipt of the CCF-74s must QA/QC all overtime worked. Maintenance HR or appointed employee will print an Overtime Quality Control Worksheet for the time span of the overtime worked from Maximo and cross reference the pre-approvals with the actual overtime worked. For audit purposes only, Office Supervisor will keep an overtime approval file. The file will contain: pre-approval forms by craft, justification for overtime changes, and administrative emergency justifications (as defined by the Director III, Maintenance).
- 6.7 Work Management Coordinator will notify supervising Coordinators of any CCF-74s that do not have corresponding Maximo entries. Notification used will be copies of CCF-74s and Maximo OT Premium Pay Quality Control Report.
- 6.8 Supervising Coordinators will ensure Shop Supervisors correct the discrepancies and notify Maintenance HR when corrections are made by returning copy of Maximo OT Premium Pay Quality Control Report.

### 7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
MTC-P019, Overtime Reporting and Accountability Procedure, Rev. B	Electronic in Maintenance Maximo Work Order System  Paper copies in Maintenance will be shredded upon correction.	30 Days	Delete after Update	Electronic Backup

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### 8.0 DOCUMENT REVISION HISTORY:

Date	Rev.	Description of Revision
16-April-09	A	Initial Release of the document
27-Aug-09	B	Delete sentence in 6.2 and update 6.3
20-Aug-12	C	Addition to sentence 6.5

### 9.0 PROCESS OUTPUT:

- 9.1 To establish continual improvement and checks on overtime reported labor in Maximo.
- 9.2 To establish that all overtime documents cross reference and are consistently monitored.

### 10.0 THIS DOCUMENT APPROVED BY (Reference Document Control Form):

- 10.1 Director III of Maintenance