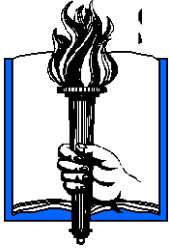


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Overtime and Compensation for Maintenance Personnel	Descriptor No: AD SS2	Effective Date: 9/93
Reviewed/Revised: 9/99; 6/08; 3/13; 2/14; 6/14; 7/19		

1 **All overtime work must be an emergency or safety-related situation** and must be authorized
2 by the immediate supervisor. When possible, approval should also be obtained in advance from
3 the Assistant Superintendent for Administrative and Support Services.

4
5 In the case of an emergency, maintenance technicians may take it upon themselves to perform
6 emergency services but are required to notify the Supervisor of Maintenance as soon as possible.

7
8 Compensation for such services will be either overtime pay or compensatory time at the rate of
9 time and one half.

10
11 The Assistant Superintendent for Administrative and Support Services must approve all
12 payments for overtime.

13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31