

**SUPPORT STAFF SALARY SCHEDULES (CLASSIFIED)**

**FILE: GDBA**

**TITLE: Salary Schedule of Support Staff (Classified)**

**POLICY:**

- (1) All support staff (classified) shall be paid in accordance with the duly adopted salary schedule and/or collaborative bargaining agreement approved by The School Board of Orange County, Florida ("Board").
- (2) Workweek. The workweek for classified staff shall be Thursday through Wednesday.
- (3) Overtime.
  - (a) Overtime pay shall be allowed only when it is impossible to accomplish work tasks within the regular work schedule using other methods. Overtime shall be approved by the department head. Approval should be obtained prior to the fact, if possible, or as soon after the fact as possible, in no case later than forty-eight (48) hours after the occurrence.
  - (b) The use of overtime shall be consistent among the various employee groups as arrayed in the various salary schedules.
  - (c) No authorization for overtime payment shall be made until the employee has worked forty (40) hours during a workweek, as prescribed herein.
  - (d) Overtime may be required of support staff on a non-regular basis but should be voluntary whenever possible.
  - (e) All compensated overtime shall be paid at one and one-half (1 ½) times the regular hourly rate. Compensatory time, authorized in lieu of overtime pay, shall be at the rate of one and one-half (1 ½) hours for each hour worked overtime.
  - (f) If compensatory time is granted in lieu of overtime pay for support staff (classified), it shall be used within six (6) weeks.
- (4) Experience credit for salary purposes for support staff (classified) may be granted when the prior experience was gained in a related position. Such prior experience must be verified on the district experience verification form on the official letterhead of the previous employer in order to be eligible for consideration for experience credit.

**SPECIFIC AUTHORITY:** Sections 1011.60; 1012.22; 1012.27, Florida Statutes  
Rule 6A-1.052, Florida Administrative Code

ADOPTED: 11/23/83  
REVISED: 05/10/16