

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



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Subject: **OVERTIME – FOOD SERVICE EMPLOYEES**

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## **PURPOSE**

The purpose of this procedure is to address the protocol for approval of overtime and the process in which it is paid.

## **APPROVAL**

Prior approval for overtime must be obtained in writing from the Executive Director of Operations of the Department of Food and Nutrition, except in an emergency when a request may be approved verbally and confirmed in writing.

After approval for overtime has been received, the following procedures must be followed:

- A. The overtime funding structure must be set up at the school site before overtime hours can be entered.
- B. Once the Overtime Authorization Form is received from Food and Nutrition, hours are then entered into the SAP Payroll Data Entry Screen, Report Time – Overtime, according to the pay period worked.
- C. Payment for overtime worked will be paid through direct deposit and can be viewed on the pay statement via the Employee Portal for the pay period that hours were entered.
- D. Overtime must be documented on the Overtime Payroll Sign-in Roster for audit purposes.

## **NOTE**

For programs such as the Fresh Fruit and Vegetable Program and After School Care Programs that may require overtime, food service managers/satellite assistants can only be compensated overtime hours if they exceeded their regular workday of eight and a half hours.

*For Action By: Principals, Food Service Managers and Satellite Assistants*

*Refer Questions to: Department of Food and Nutrition*

*Revised: August 2002(3<sup>rd</sup>), July 2006, July 2012, July 2019, July 2023  
Reviewed: June 2024*