

GADSDEN COUNTY SCHOOL DISTRICT

Administrative Procedures

Emergency Shelter Volunteer Workers Compensation

Gadsden County School District is committed to establishing and maintaining equitable guidelines for monetary compensation for all district employees. It is the policy of the District to act within the rules and regulations of Florida Statutes, Board policies, and Fair Labor standards regarding employee compensation.

The purpose of these administrative procedures is to describe how Gadsden County School District emergency shelter volunteer workers will be compensated for work done outside of regular work hours to support emergency shelter operations. In order to recruit appropriate and adequate emergency shelter volunteers, the District shall compensate emergency shelter workers as follows:

- A. Category I. Non-administrative emergency shelter volunteers shall be compensated at a rate of \$35/hour. To ensure an adequate number of volunteers, this rate exceeds volunteers in this category negotiated overtime time-and-a-half hourly rate. Category A workers include bus drivers, maintenance workers, custodians, and cafeteria workers.
- B. Category II. School administrator emergency shelter volunteers shall be compensated at a rate of time-and-a-half their hourly rate. Category B workers include principals, assistant principals, deans, and teachers on “special assignment”.
- C. Category III. General Volunteers shall be compensated at a rate of \$22.75/hour. Category C workers include individuals on the District’s approved volunteer list for school sites that is vetted and maintained by the office of Family and Community Engagement.

District level administrators, which includes the Superintendent, Assistant Superintendents, Directors, Coordinators, and Administrative Assistant shall not be compensated for emergency shelter volunteer work but may submit a mileage reimbursement claim form for travel related to the emergency shelter event.