

CLASSIFIED STAFF SUPPLEMENTARY PAY OVERTIME

OVERTIME

The administration shall determine which district employees are subject to the minimum wage and overtime requirements of federal law. These non-exempt employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

Alternatively, in lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required.

A determination as to whether overtime shall be compensated by overtime pay or by compensatory time shall be made prior to the performance of work.

An employee shall be allowed to use accrued compensatory time within a month after making a request to the supervisor. The immediate supervisor or principal may approve only a portion of the time requested or deny the request altogether if granting the requested time would seriously disrupt the operation of the district.

A non-exempt employee may accrue no more than 240 hours of compensatory time in accordance with federal law unless the employee's supervisor gives advice that accrual of additional hours is allowed under the law. Any accrued compensatory time shall be used prior to the end of the fiscal year or converted to overtime pay. Accrued compensatory time shall be converted to overtime pay upon termination of employment.

All overtime work shall require the advance approval of the employee's immediate supervisor or principal. A regular workweek is defined as the period of time beginning at 12:01 a.m. Sunday and continuing through midnight the following Saturday. An effort shall be made whenever possible to not schedule non-exempt employees for more than 40 hours per week.

All hours worked shall be accurately recorded in the manner required by the employee's supervisor.

For the purpose of computing overtime/compensatory time, district-approved holidays shall be credited as time worked. Eligible paid leave shall not be credited as time worked.

RATES FOR SUPPLEMENTARY SERVICES

District employees who put in extra hours to supervise and/or serve community groups using school facilities shall be paid at the rate established by the Board for such contract services. Any supplementary pay shall be in accordance with federal law.

Adopted prior to 1985
Revised May 19, 1986
Revised June 20, 2012

Legal Refs.: 29 U.S.C. 201 et seq. (Fair Labor Standards Act)
29 C.F.R. Parts 510 to 794

Cross Ref.: KF, Community Use of School Facilities