

OVERTIME FOR CLASSIFIED STAFF PERSONNEL

In accordance with the Fair Labor Standards Act, classified staff (non-exempt) employees shall be paid time and one-half of the regular hourly rates for any work in excess of forty (40) hours per workweek and/or for any work in excess of twelve (12) hours per workday. Employment for two or more workweeks shall not be averaged out for the payment of overtime. Additional district requirements include:

1. Every classified staff employee must keep a time sheet in the District's electronic format, on a daily and weekly basis. The sheets must be signed by the employee and the employee's supervisor/principal and be turned into payroll for the entire month.
2. All overtime and compensatory time must be approved in advance by the appropriate supervisor.
3. A determination as to whether overtime shall be compensated by overtime pay or by compensatory time shall be made prior to the performance of the work. Employees have the option of choosing between being paid for overtime, or taking compensatory time for excess hours worked.
4. All overtime and compensatory hours must be noted on the employee's time sheet.
5. A maximum of 24 hours compensatory time may be accumulated. Any excess hours over 24 must be paid as overtime in the period earned. (16 working hours = 24 compensatory hours).
6. An employee may not decline to either be paid for overtime or take compensatory time for any excess hours worked.
7. Overtime payments will be paid out of the individual school or department "white" budget. In the event of an individual working for two different departments/schools, payment shall be based upon the percentage of time worked in each capacity.
8. Classified staff (non-exempt) employees will be paid for travel time in order to attend out of town conferences or seminars which are approved by the employee's supervisor. If travel time results in overtime, the employee will be paid at time and one-half for that overtime. Travel time does not include time spent eating meals.
9. Daily rate of pay will be determined by the Director of Human Resources for each job.
10. The decision to hire an employee for an additional job within the school district that may require overtime or compensatory time compensation must be approved by both department supervisors and is subject to budgetary constraints.

Adopted: August 14, 2000

Latest Revision: January 20, 2011

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LEGAL REF Fair Labor Standards Act of 1938, as amended
(29 U.S.C. 201, et. seq.)