**UCEN Board and Oasis Charter Public School**
**Salinas, California**

**Policy Adopted: 1/25/2022**

**Section III Business Services**
**Article I Stipends and Overtime**

**Exempt-Non Exempt Employees**
The Executive Director or designee shall maintain a list of employees who are either classified as Exempt or Non-Exempt employees as defined by Fair Labor Standards Act (FSLA).

a. Exempt employees are employees whose job assignments meet exemption tests under state and federal law and who are compensated on a salary basis therefore not pursuant to overtime pay requirements.

b. Non-Exempt employees who do not meet the exemption test and whose job assignments are paid by an hourly rate. Therefore non-exempt employees are eligible for overtime pay for work they perform providing the work was requested and authorized by the Executive Director or designee and approved by the UCEN Board President or designee.

**Stipends and Overtime**
Stipends and overtime may be paid to office staff and other classified employees for compensation for activities, extra duty or work requested by the Executive Director or designee, that occurs after contracted hours.

**Procedures for Stipends and Overtime**
Stipends are paid for work performed or activity to be supervised outside of an employee's regular work hours, contracted essential duties or responsibilities and is relative to the needs of the school operations, curriculum, students, community and programs that currently operate within the school.

All pay for Stipends and Overtime must first have prior approval to include all appropriate paperwork on file and signed by the employee and Executive Director, Principal or designee. Payment for such work shall first be authorized by the Executive Director or designee and approved or ratified by the UCEN Board or designee of the Board prior to the beginning of the actual work.

Funds for such requests must be provided for in the budget or be authorized by the UCEN Board or designee to transfer money into the appropriate budget category prior to authorizing payment. If a fund transfer is necessary to pay stipends from the appropriate budget account the UCEN Board must ratify at its next regular scheduled meeting the transfer of such funds from the account from which the money was transferred to the appropriate account to cover such expense.