

Support Staff Supplementary Pay/Overtime

Overtime

The administration shall determine which school 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 regular work week. A regular work week is defined as the period of time beginning at 12:00 a.m. Friday and continuing through 11:59 p.m. Thursday.

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 or time worked past regular hours will be compensated by pay or by compensatory time shall be made with the employee's immediate supervisor in writing, prior to the performance of the work.

A non-exempt employee may accrue no more than 32 hours of compensatory time per fiscal year. After 32 hours have accrued, any hours worked past the regularly scheduled time will be compensated in the form of pay. Any accrued compensatory time shall be used prior to the end of the fiscal year. Accrued compensatory time shall be converted to pay at the end of the fiscal year or upon termination of employment.

An employee should be allowed to use accrued compensatory time within a reasonable period of time after making the request, provided such use does not unduly disrupt the operations of the school district. Employees must use accrued compensatory time before personal leave days.

All time worked past the regularly scheduled hours shall require the advance approval of the supervisor, except in an emergency. Employees who work past their regularly scheduled hours without approval shall be subject to discipline, up to and including termination. An effort shall be made whenever possible to schedule non-exempt employees for no more than their regularly scheduled hours.

Employees who do not follow the policy on requesting compensatory time or overtime will first be given verbal counseling, then a verbal warning, then a letter of concern, then a written reprimand, and if the behavior continues they will be recommended for termination of employment. If the violations are flagrant and ongoing, the staff member may be immediately recommended for termination based on insubordination.

All hours worked shall be accurately recorded in the manner required by the district's payroll department.

Adopted: 1/22/87

Revised: 08/21/08, 06/09/11, 10/13/11, 06/19/14, 08/13/15

LEGAL REF.: 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