

District Code:

## OVERTIME/EXTRA TIME COMPENSATION FOR NON-EXEMPT SUPPORT STAFF

### Regular Work Week:

A "regular" district "workweek" shall be Sunday through the following Saturday and considered to contain a maximum of 40 regular work hours. The normal daily work schedule shall consist of an eight (8) consecutive hour day within a twenty-four hour period. All employees, except Adolescent Parenting employees and nurses, who work those hours are entitled to a daily one-half (1/2) hour non-paid lunch break and two (2) fifteen (15) minute paid rest breaks each day, at such times as their supervisor shall determine.

### Eligibility:

All non-exempt support staff shall be paid at the rate set forth below for authorized overtime. No employee shall be provided compensatory time in lieu of overtime. District employees shall be considered as full time or part-time as provided in policy GDJ; however, provisions of that policy shall not apply in determining the eligibility and terms of overtime compensation as provided by this procedure.

### Hours Worked:

"Hours worked" within a regular district workweek for the purposes of calculating overtime eligibility generally shall be determined by application of the criteria contained in the FLSA and in Board policies not inconsistent with the FLSA. Generally "hours worked" will include all hours actually worked including paid rest breaks and professional development. Time when an employee is not on duty, such as absences due to emergencies, personal reasons, disciplinary lay-offs, scheduled or unscheduled non-compensable leaves, non-required meetings and unpaid lunch breaks will not be considered as hours worked for purposes of calculating overtime. Additionally, time when an employee is not working and uses vacation days, sick days, critical illness leave days, family leave days, bereavement leave days, emergency leave days, religious leave days, or legal leave days will not be considered as hours worked for purposes of calculating overtime. Nor will any hours for holiday pay be considered as hours worked for purposes of calculating overtime.

### Short Term Additional Work (Overtime/Extra Help beyond regular job assignment):

If regular non-exempt employees accept additional hours of work in a classification other than their regular assignment, they will be paid at the same step of the classification being filled. Overtime pay earned as a result of working additional hours outside a regular classification will be paid based on the higher rate of the employee's regular classification or the classification they are working beyond their regular job assignment.

The best interests of the students and the district is the primary consideration when regular employees are asked to work additional hours beyond their regular time. However, overtime will be distributed equally in job classification whenever possible, as determined by the district.

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Computation:

Non-exempt employees will be paid at a rate which will be equal to one and one-half times the employee's regular hourly rate for all hours worked in excess of forty (40) hours within one regular district workweek. Non-exempt employees whose normal work hours are less than forty (40) hours per week will be paid their regular rate of pay up to forty (40) hours in the workweek.

Cafeteria Employees:

Non-exempt cafeteria employees who are requested to return for banquets or other functions will be paid extra for time worked daily based on a rate equal to one and one-half times the employee's regular hourly rate.

Part-Time:

Part-time non-exempt employees will receive overtime compensation according to the provisions of this procedure whenever hours worked within the regular workweek may exceed forty (40) hours.

Approval:

All overtime and extra time for non-exempt employees shall be authorized in advance whenever feasible by the immediate supervisor who shall follow approval guidelines established by the Chief Financial Officer.

Unauthorized overtime work that the district knows about or has reason to believe is being performed by non-exempt employees constitutes compensable time for overtime purposes according to the FLSA. Hourly employees are entitled to and may not waive overtime pay for such work; it is the responsibility of district administration and supervisors to control or prevent such unauthorized work.

Holiday Pay:

All non-exempt employees who work on district-designated holidays will be paid their full regular holiday pay plus time and one-half (1 1/2) for all hours that are actually worked on the holiday.

In the event that school is in session on Spring Holiday, employees will be required to work on that day, but will be allowed a "floating" holiday that is mutually agreed upon between the employee and his/her immediate supervisor.

All non-exempt support staff who worked on an approved/emergency basis on a Saturday or Sunday and such days are not a part of the employee's regular workweek, shall be paid time and one-half (1 1/2) for all hours worked. All such hours worked shall count toward the computation of weekly overtime and maximum compensation shall be time and one-half (1 1/2).

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Accurate Records:

Any employee who falsifies his/her own or another worker's time record will be subject to severe disciplinary penalties up to and including termination from employment.

Flex-Time:

Generally, the district does not permit support staff to take time off for personal business or for other reasons not otherwise authorized by Board policy. However, when it will not be disruptive to do so, a supervisor may, in his/her discretion, approve in advance, a non-exempt employee's request for a limited "flex-time" arrangement whereby the employee is permitted to take time off up to a maximum of four (4) hours for personal business on a specific day or days provided that the employee "makes up," during the same workweek, such time lost, as specified by his/her supervisor. All "flex-time" arrangements must be in writing. As a general guideline, "flex-time" should not be used by a support staff employee more than three (3) times during a work year.

Lost Time:

All support staff through the recommendation of the principal or the director of work areas, and with the approval of the Chief Financial Officer, will be permitted to make up lost time due to emergency school closings. Those working at jobs that cannot reclaim their time are to have their pay adjusted down for the time they have lost. All support staff will be permitted to make up time lost due to emergency closings by having their work year extended.

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