

**PERSONNEL**

Compensatory Time and Overtime for Classified Employees

Classified employees, except salaried personnel, will be paid by the hour. They will be paid for hours worked only. The hourly rate of pay for each employee will be set by the Board of Trustees. Classified hourly employees who **work** more than 40 hours in a given work week will receive compensation time (comp-time) at a rate of one and one-half times all hours worked in excess of 40 hours in any work week upon prior approval of the Superintendent/designee. No overtime or comp-time will be authorized for any classified employee without the specific approval of the Superintendent/designee. No more than 60 hours will be accrued which equates to 90 hours of comp-time each fiscal year. Comp-time shall be used before June 30<sup>th</sup> each fiscal year. If comp-time is not used it shall be paid out upon approval of the Superintendent. No comp-time will be carried over into the next fiscal year.

A classified hourly employee may not volunteer work time in an assignment similar to his or her regular work without pay.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

Time Record

Each employee shall keep a daily time sheet of hours worked. Time sheets must be signed by the employee and turned in to his/her supervisor immediately following the last work day of the pay period. Supervisors and substitutes must turn in time sheets to the payroll office no later than two days following the end of the pay period.

Work Week

Each work week will begin at 12:00 a.m. Sunday morning and end at 11:59 p.m. Saturday night. Supervisors and building principals shall have authority to set and/or adjust employee hours within a single "work week".

Holidays

Only regular full time employees working 30 or more hours per week and nine or more months per year will be paid for legal holidays which occur during the time they are working. Paid holidays shall include those days established by the Board annually or through policy.

A general notice from the Department of Labor explaining the Fair Labor Standards Act, as prescribed by the Department's Wage and Hour Division, will be posted prominently where it can be readily seen by employees and applicants and shall either be distributed to each new

employee upon hiring or will be included in employee handbooks. No notification of rights under the Fair Labor Standards Act or related regulations should be construed to alter any applicable at-will employment relationship between the District and an employee.

Legal Reference: 29 USC 201, et seq. Fair Labor Standards Act

Policy Reference: 5440

Policy History:

Adopted: April 14, 2008

Revised: May 23, 2017