

OVERTIME/COMPENSATORY TIME

Non-Exempt staff on the administrative salary schedule shall qualify for overtime or compensatory time when directed by a supervisor to work additional hours beyond the regular work week. Time worked over forty hours in any given week will be compensated at one and one-half times the employee's regular rate. Time reported as holiday or leave time will not be treated as time worked for the purpose of computing overtime.

If the employee and supervisor mutually agree, compensatory time may be taken in lieu of overtime payment. In most cases, Puget Sound Educational Service District (PSESD) encourages the payment of overtime rather than accumulation of compensatory time. Each qualified staff person shall use and accumulate compensatory time according to administrative procedure.

Administrators and supervisors are not eligible for overtime/compensatory time. Employees represented by Professional Support Association are covered under the negotiated agreement between PSA and PSESD.

Adopted: October 1980
Amended: December 1987
Revised: June 1996
Revised: July 2008
Revised: December 2011
Revised: November 2013
Revised: February 2017

Relevant PSESD Board Governance Policies: EL 4, Treatment of Staff

Cross References: Operating Policy No. 5231 Office Hours/Work Week and Day
Operating Policy No. 5500 Employment of Personnel

Legal References: US Department of Labor Wage and Hour Division
Washington State Department of Labor & Industries