

**OVERTIME PAY/COMPENSATORY TIME OFF**

**A. Purpose and Scope**

To provide guidance and direction for District personnel regarding overtime pay or compensatory time off.

**B. General**

1. The District shall provide compensatory time off or cash payment for overtime work in accordance with law and applicable negotiated employee agreement. Overtime is not paid to salaried employees who serve in exempt positions.
2. Overtime shall be considered any time worked over an eight (8) hour day or a forty (40) hour week and shall be compensated at time-and-one-half.
3. The control of overtime assignments shall be the responsibility of the Associate Superintendent for Human Resources subject to the approval of the District Superintendent.

**C. Forms Used and Additional References**

1. Request for cash payment for approved overtime timesheet
2. Report of compensatory time and variation of daily schedule timesheet
3. Annual report on accrual of overtime

**D. Procedure**

1. The District shall carefully keep records related to the accrual of overtime. Employees subject to overtime payment shall complete a daily record of time worked. Falsification of time records will result in disciplinary action against the employee and may subject him/her to civil and criminal penalties.

**E. Reports Required**

None

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**F. Record Retention**

Annual report on accrual of overtime

**G. Responsible Administrative Unit**

Human Resources

**H. Approved By**

Associate Superintendent for Human Resources

Policy Revised:

TUSD: 11/25/97