

**FAIR LABOR STANDARDS ACT  
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall insure compliance with the Fair Labor Standards Act within this school district.

1. This district will pay all nonexempt employees at least the federal minimum wage and time and a half for all hours worked which exceed 40 hours per week, or permit compensatory time off at the rate of one and one-half hours off duty for each overtime hour worked. Provided, however, that for any overtime hours to be credited for overtime pay such overtime hours must be approved in advance in writing by the employee's designated supervisor. Failure to get approval for overtime may result in disciplinary action being taken, which may include termination of employment.
2. All approved hours worked exceeding 40 hours per week, will be compensated in the form of compensatory time at a rate of time, or hourly rate of pay, and one-half hours per hours worked at discretion of superintendent or designee.
3. For purposes of the Fair Labor Standards Act, the District's work week shall commence on Sunday, at 12:00 AM and end on Saturday, at 11:59 PM.
4. Compensatory time accumulated must be used prior to the end of the current semester.
5. Bereavement leave time will be counted as time worked on the week an employee has overtime hours. Personal, sick, and vacation leave and compensatory time used will not count toward time worked on a week an employee has overtime hours.
6. A site supervisor may not obligate Piedmont Public Schools for any accumulation of compensatory time off without first submitting and obtaining the prior approval of the Superintendent or Personnel Director. Supervisors who violate this regulation will be subject to disciplinary action.
2. This district will inform employees of the law by posting information disseminated by the U.S. Department of Labor.
3. This district shall establish, through separate administrative regulations, the process of time keeping and procedurally complying with the Act.

**REFERENCE CVFA  
CVFA-P**