

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: OVERTIME

ADOPTED: April 28, 2004

REVISED:

530. OVERTIME	
1. Authority	<p>In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Board adopts this policy.</p>
2. Guidelines 29 U.S.C. Sec. 201 et seq	<p>In accordance with the Fair Labor Standards Act and this policy or applicable collective bargaining agreement, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employees.</p> <p>No overtime shall be scheduled or worked without prior approval of the immediate supervisor.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of forty (40) hours per week.</p> <p>For purposes of computing overtime, credit shall be given only for hours worked, as recorded in district records and provided by law. Time off for holidays, sick leave, personal leave, or vacation will not be included when computing overtime.</p> <p>Any conflict between this policy and applicable collective bargaining agreements shall be reported promptly to the Board.</p>