

Overtime and/or Compensatory Time

To comply with the Fair Labor Standards Act and the laws and rules of the State of Washington, the following procedures shall be established:

- A. **Exempt or non-exempt status:** All certificated staff are exempt from the 40-hour work week. The district will determine the status of classified employees based upon the criteria established for defining executive (WAC 296-128-520) or professional (WAC 296-128-530) status and any additional FLSA standards.
- B. **Work week:** Seven consecutive 24-hour periods make up the work week. Staff members are entitled to 1-1/2 times the regular rate of pay for all hours worked in excess of 40 hours per week. A staff member may elect to take compensating "time off" in lieu of overtime pay. Compensating "time off" shall be at the rate of 1-1/2 times the overtime hours worked. Staff members, are required to take their lunch period and breaks, and shall not perform any work during lunch periods or before or after work hours regardless of the voluntary nature of their work. Staff members who violate this regulation are subject to disciplinary action.
- C. **Travel time:** Travel time to a meeting is compensable if done in a private vehicle and when it is required by the district. However, staff are encouraged to take a District vehicle to such meeting.
- D. **Meal periods:** Staff members shall not perform any duties during the employee's meal period, unless in an emergency situation.
- E. **Non-working time:** Time between shifts shall be free of responsibilities or obligations. In the event the District allows Standby time, it shall be clearly explained in the negotiated agreements
- F. **Records:** Records must be kept for a minimum of three years. A staff member's signature must appear on the time slip or sheet, which shows the daily arrival and departure time. U. S. Department of Labor posters must be posted at each site.

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