

Overtime Policy

3420.01

If hourly rate staff are requested and authorized by the Superintendent to work in excess of the normal work week (40 hours), compensation will be paid at a rate of time and one half. Accrued overtime earned and compensation taken shall be reported during each pay period on the designated form.

Overtime compensation at a time and one-half rate shall be provided to all non-exempt employees, staff eligible for overtime pay or compensatory time off according to the federal and state laws, when hours worked exceed forty hours in a work week.

Non-exempt staff working overtime shall take compensatory time at a rate of one and one-half hours for each hour worked. The maximum amount of compensatory time that may be accrued is 240 hours. Non-exempt staff reaching the maximum accrued hours of compensatory time will be paid for any hours that exceed that maximum at a rate of time and one half. Compensatory time should be taken at a time mutually agreed upon within 365 calendar days from when it is earned. Compensatory time not used within 365 days will be paid at a rate of time and one half of the non-exempt employee's current hourly rate.

Hourly rate employees requested and authorized by the Superintendent to work on paid holidays will receive compensation at a rate of double time.

Hourly rate staff may only work overtime hours that have been authorized and approved by the superintendent of schools. Overtime hours accrued and compensated need to be recorded on the prescribed form.