

COMPENSATION PLAN  
WAGE AND HOUR LAWS

DEAB  
(REGULATION)

**RECORDS** The District will maintain in the GHG timekeeping system weekly time records on all nonexempt employees. Records will indicate all hours worked, including compensatory time earned and used. Weekly time records must be verified and approved electronically by the supervisor on or before designated due dates. Campus and department offices will maintain weekly time records on all supplemental payments entered for employees by campus and department staff. All payroll records, including time records, will be maintained for a period of three years and will be made available for inspection by government authorities upon request.

**OVERTIME** Nonexempt employees will receive compensation, either monetarily or in time, for all hours actually worked in excess of 40 hours per week. Prior to working overtime, employees will be informed whether the overtime is to be compensated monetarily or in time. Hours of sick leave, personal leave, or vacation time will not be considered time worked. Hours in excess of eight per day will not be considered overtime unless the total exceeds 40 hours actually worked within the particular week.

All overtime worked must be approved by a supervisor in advance. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action.

Overtime will be calculated by multiplying hours worked in excess of 40 by one and one-half times the regular hourly rate of pay. If a nonexempt employee has more than one nonexempt job in the District, hours will be combined for calculating overtime; if the level of compensation differs, compensation for any overtime will be calculated using the rate for the position upon which the overtime occurred based on scheduled hours.

**COMPENSATORY TIME** Overtime may be reconciled as compensatory time off at the same time and a half rate and may be accrued as compensatory time to a maximum number of hours established in policy DEAB(LOCAL). At the end of each fiscal year, the District will pay each nonexempt employee for any accumulated, unused compensatory time.

**SUPPLEMENTAL DUTY PAY** Nonexempt employees who are assigned supplemental duties will be paid on an hourly basis, including overtime compensation when hours exceed 40 in a workweek. The hours worked in supplemental duties will be combined with the hours worked in the regular job assignment for determining the total hours worked each week.

**REMOTE WORK BY NONEXEMPT EMPLOYEES AFTER DUTY HOURS** Nonexempt employees who perform emergency or unscheduled work after hours and who are unable to perform their work remotely are required to document the beginning and ending of work time at the time the work is performed. The documentation will be provided-

ed to the supervisor for approval on the next day. If the next day is not a regularly scheduled workday, the employee will e-mail documentation of the work to the supervisor by the next day.

Procedures for reporting time worked remotely by nonexempt employees are as follows:

1. The beginning and ending time that work is performed will be recorded by the employee.
2. If the work is initiated by a work order, the time recorded on the work order will be the beginning time of work. If the work is initiated by a phone call, the time the call is received will be the beginning time of work.
3. If the work time can be monitored by the computer, (for example, when the employee logs on and off the network) the supervisor will review the network logs for confirmation of time worked.
4. The time worked will be included in the hours for the work period and will be paid at the overtime rate for all hours worked over 40.
5. Employees who are also on "standby" will also be compensated for the standby time in accordance with DEAB(LOCAL).