

Support Staff Supplementary Pay/Overtime

Overtime

The administration will determine which school district employees are subject to the state minimum wage and overtime requirements of federal law. These non-exempt employees will be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

Classified employees who are required to work on a holiday, not including Saturday and Sunday, shall be paid at the rate of one and one-half of their regular hourly rate. This shall be in addition to any holiday pay that might be included in the salary. Such rates shall be for the holiday itself and shall not include the weekend. Employees who work less than a 40 hour work week shall be paid double time. This shall include their holiday pay if they receive pay for that holiday.

All overtime work requires the advance approval of the employee's principal and/or other immediate supervisor. An effort must be made whenever possible not to schedule non-exempt employees for more than 40 hours per week.

All hours worked must be accurately recorded in the manner required by the employee's supervisor.

Flex time

An employee may be permitted to use flex time up to four (4) hours per week and that time must be made up within that week. Failure to do this will result in reduction of leave time. Such requests for flex time shall be granted if the use of the flex time is preapproved by the immediate supervisor and does not unduly disrupt the operations of the school district.

Adopted: March 30, 1993
Revised: December 13, 1995
Revised: July 27, 2011
Revised: October 26, 2011
Revised: September 15, 2021
Revised: December 14, 2022

LEGAL REFS.: Colo. Const. art. XVIII, § 15 (*state minimum wage rate*)
29 U.S.C. 201 *et seq.* (*Fair Labor Standards Act*)
29 C.F.R. Parts 510 to 794

CROSS REF: KF, Community Use of School Facilities