

ADMINISTRATIVE REGULATION

No. 415

Board of Trustees

Douglas County School District

CLASSIFIED STAFF

OVERTIME

Compensation for overtime is, by definition, for work performed in excess of 40 hours in a workweek by employees who are non-exempt under applicable wage and hour laws. The workweek in the Douglas County School District is defined as Monday through Sunday. Also, other than in the case of an employee whose regular hourly rate of pay is less than 1.5 times the minimum wage, regardless of the number of hours an employee may work in a given day, overtime compensation for any hours worked in excess of 8 hours in a day is not required unless the employee works more than a total of 40 hours in that workweek. In such case, the employee must be paid on an overtime basis only for those hours worked in excess of 40.

Salaried teaching, executive, administrative, and professional, personnel are generally exempt under wage and hour laws, and are therefore not entitled to receive overtime compensation in the event such exempt employees work in excess of 40 hours in a given workweek.

Extra Time vs. Overtime:

On occasion, it may be necessary for a supervisor to ask a non-exempt employee to work more than 8 hours on a given day. When that service is reconciled during the same workweek (Monday through Sunday) by scheduling of time off during that same workweek, then compensation for overtime is not required. These arrangements such that the employee does not exceed 40 hours of work in the workweek, can be made by the supervisor without the written approval of the Chief Financial Officer or Superintendent. For example, a supervisor might ask a secretary to work 10 hours on a Tuesday and then allow that employee 2 hours of release time later during that same workweek. Under these circumstances, compensation for overtime is not required. Extra time handled in this manner would not be reported to Business Services and would not be reported on absence forms. However, supervisory personnel must maintain the proper records and documentation of the time involved. In the instance of an unexpected extra time situation in which there is no opportunity to reconcile the extra hours during the same week, the reconciliation must occur no later than in the following 5 working days.

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Approval of Overtime:

Other than in emergency situations, working in excess of 40 hours within the specific workweek (Monday through Sunday) is not permitted without the express, written authorization of the Chief Financial Officer or Superintendent.

In emergency circumstances, e.g., snow removal, facility and vehicular emergency repairs, overtime may be authorized by the most available and appropriate supervisor and then reported as quickly as is practical to the Chief Financial Officer or Superintendent to obtain the written approval.

Work in excess of 40 hours in a workweek that is not performed on such an emergency basis or is done without the express authorization of the Chief Financial Officer or Superintendent, whether at the work site or at any other location, is considered as unauthorized and voluntary. As such, it will not be compensated.

Dealing with Approved Overtime:

When actual overtime (as opposed to extra time) is approved in advance and in writing, it must, by law, be compensated at the rate of time-and-a-half the employee's regular hourly rate for all hours worked in excess of 40 in a workweek in accordance with the federal Fair Labor Standards Act, Nevada state law, and any applicable negotiated agreements.

Supervisory personnel must maintain the proper records and documentation of the time worked. Whenever overtime occurs, it must be reported to the Business Services Department on the appropriate forms.

See Policy related to this Administrative Regulation
[Nutrition Services/Warehouse Extra Time/Overtime Request Form](#)

01/87

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