

Adopted: January 14, 2016

Revised:

Reviewed: January 14, 2019, April 25, 2022

432 OVERTIME

I. PURPOSE

Brooklyn Center Community School District strives to ensure that employees are generally able to complete their work tasks within the work week. In case of emergency or unforeseen circumstances, an employee may be requested to work over 40 hours in a work week. Any time scheduled over 40 hours must be pre-authorized by the supervisor.

The purpose of this policy is to properly pay employees for time worked and control labor costs by managing the expense of overtime pay to non-exempt employees of the Brooklyn Center School District.

II. ELIGIBILITY FOR OVERTIME

In accordance with the Federal Labor Standards Act (FLSA), non-exempt employees are eligible to receive overtime pay at a rate of one and one half-times their regular pay for time worked in excess of 40 hours per workweek. The workweek begins 12:00 a.m. each Sunday and ends at 11:59 p.m. each Saturday.

It is not considered overtime if an employee works over 8 hours in one day. However, the total hours worked should not exceed 40 hours for that week (Sunday through Saturday). Each work week (Sunday through Saturday) is considered separately in computing overtime pay.

Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position.

III. SCHEDULING AND WORKING OVERTIME

Before overtime is worked, an employee must have a written approval from his or her supervisor. At the supervisor's discretion, an employee's work schedule may be adjusted during a workweek to avoid overtime.

IV. TIME WORKED

Non-exempt employees must be paid for all time worked. Non-exempt employees are strictly prohibited from working "off the clock". Employees who work "off the clock" and supervisors who are aware of this and do not address it are subject to disciplinary action.

V. BENEFIT HOURS

An employee who exceeds their scheduled work hours with a combination of actual time worked and paid benefit time (including sick leave, vacation leave, jury duty, or funeral/bereavement leave) will be paid for all actual hours worked and paid benefit hours up to the scheduled hours in the work week. Benefit hours should be requested up to the employees scheduled hours. All benefits hours in excess of the employees scheduled work week will be reduced to a maximum of the employees scheduled hours.

Holiday pay will be paid out at an employee's regular pay when an employee exceeds 40 hours in a week with a paid holiday, however these hours are not counted as time worked for the purposes of computing overtime.

VI. COMPENSATORY TIME

On limited basis, employees may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime pay. Comp time must be used within one pay period of the time it was earned.

Legal References: FLSA US Department of Labor

Cross References: