

Support Staff Supplementary Pay/Overtime

Employees shall be compensated for overtime in accordance with law. The Board believes that:

1. Overtime should be used only in rare cases.
2. Staffing decisions should be based on realistic projections of workload, necessary skills, experience and expected outcomes.
3. The superintendent is instructed to develop an effective system for controlling the use of overtime.

Overtime and compensatory time

The administration shall determine which school district employees are subject to the minimum wage and overtime requirements of federal law. These non-exempt employees shall 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. Straight time shall be paid if the time worked beyond the regular work day is less than 40 hours per week.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required.

A determination as to whether overtime shall be compensated by overtime pay or by compensatory time shall be made prior to the performance of the work.

An employee shall be permitted to use compensatory time within a reasonable period of time after making a request to the supervisor. Such requests shall be granted if the use of the compensatory time does not unduly disrupt the operations of the school district.

A non-exempt employee may accrue no more than 40 hours of compensatory time unless the employee's supervisor gives advice that accrual of additional hours is allowed under the law. The superintendent or designee may allow an excess of 40 hours with special approval.

Positions where compensatory time is accrued on a regular basis should be evaluated by management to determine whether the hours allotted to the position are adequate for the job.

Employees who leave the district will be paid for accumulated compensatory time as of their last day of work.

Authorization for overtime payment or compensatory time must be obtained by the employee's supervisor before the overtime is to be worked. The director of maintenance must approve overtime for custodians and maintenance personnel. Overtime will not be authorized unless there is a sufficient amount of money in the budget account to pay for that overtime.

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

Calculation of overtime and compensatory time

Overtime and compensatory time shall be calculated as follows:

1. Time and one-half for each of the hours worked beyond the regular work day only if the time worked is beyond a 40-hour week.
2. Straight time if the time worked beyond the regular work day is less than 40 hours per week.
3. Any time worked beyond an eight-hour day shall not be calculated at time and one-half unless the staff member has worked 40 hours during that work seek.
4. Part-time employees with a regular schedule of fewer than 30 hours per week will be paid for time worked over their scheduled hours. If a part-time employee works over 30 hours on a consistent basis, management should evaluated the position to determine whether it should be changed to a full-time benefited position.

Rates for supplementary services

District employees who put in extra hours to supervise and/or serve community groups using school facilities shall be paid at the rate established by the Board for such contract services.

Adopted: March 11, 1986
Revised: January 8, 2002
Revised: December 12, 2006
Reviewed: February 26, 2019

LEGAL REF.: 29 U.S.C. §201 *et seq.* (*Fair Labor Standards Act*)

CROSS REF.: KF, Community Use of School Facilities

Garfield School District No. Re-2, Rifle, Colorado

