

## PERSONNEL

### Overtime

#### A. Generally

Compensating of employees for overtime hours worked will be as defined by the Fair Labor Standards Act of 1938, as amended, and Title 29, Code of Federal Regulations

#### B. Overtime Pay and Compensatory Time Off

Eligible non-exempt employees shall be compensated with pay at one and one-half times the regular hourly pay for all hours actually worked which are beyond forty (40) hours in a workweek. In lieu of monetary payment for overtime, compensatory time may be awarded. Compensatory time is calculated at one and one-half times the hours actually worked which are beyond forty (40) hours.

#### C. Administration

The authorization and control of all overtime work is the direct responsibility of the administrative staff.

##### 1. Approval of Overtime

All overtime shall be approved in advance by either the department head or a designee.

##### 2. Reporting Overtime

Appropriate overtime records will be maintained and reports submitted to the School Board upon request.

### Legal Reference

The Fair Labor Standards Act of 1938, as amended, 29 U.S.C. § 201, *et seq.*

Adopted by School Board: March 18, 1986

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: June 16, 1998

Amended by School Board: June 20, 2006

Amended by School Board: September 5, 2007  
Amended by School Board: January 23, 2018

Reviewed by School Board: September 12, 2023

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6/15/23

APPROVED AS TO  
LEGAL SUFFICIENCY

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