

RECORDS	<p>Each campus and department will maintain time records on all nonexempt employees. Records will indicate all hours worked, including compensatory time earned and used. Weekly time records must be verified by the supervisor and the employee and submitted to the payroll office on designated dates.</p>
OVERTIME	<p>Nonexempt employees will receive compensation in time for all hours actually worked in excess of 40 hours per week. The response to situations deemed an emergency by the Superintendent or his designee can result in overtime being paid monetarily. Prior to working overtime due to an emergency, employees will be informed whether the overtime is to be compensated monetarily or in time.</p> <p>Hours of sick leave, personal leave, or vacation time will not be considered time worked. Hours in excess of eight per day will not be considered overtime unless the total exceeds 40 hours actually worked within the particular week.</p> <p>All overtime worked must be approved by a supervisor in advance. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action.</p> <p>Overtime will be calculated by multiplying hours worked in excess of 40 by one and one-half times the regular hourly rate of pay. If a nonexempt employee has more than one nonexempt job in the District, hours will be combined for calculating overtime; if the level of compensation differs, compensation for any overtime will be based upon a weighted average of the hourly rates in the two positions.</p>
COMPENSATORY TIME	<p>Overtime will be reconciled as compensatory time off at the same time-and-a-half rate, and shall be accrued as compensatory time to a maximum of 60 hours as established in policy DEA(LOCAL).</p> <p>Compensatory time must be taken in the same semester the overtime was accrued. Compensatory time earned in the months of June, July, or August must be taken before the end of the school district fiscal year which is August 31.</p>