

Title: Classified Employee Wage and Overtime Compensation

Each non-exempt employee compensated on an hour-by-hour basis, whether full or part-time, permanent or temporary, will be paid no less than the prevailing federal and state minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate for the time worked in excess of 40 hours. This compensation is in the form of overtime pay or compensatory time as permitted by applicable law. Overtime will not be permitted without prior authorization of the supervisor.

Each non-exempt employee paid on an hour-by-hour basis must complete a daily time record showing the actual number of hours worked and submit and confirm accuracy of their time record weekly. Falsification of a daily time record, or failure of the employee to maintain, a daily time record will be grounds for disciplinary action.

It is the responsibility of the Board Secretary to maintain wage records.

Cross References:

Legal References:

29 U.S.C. §§ 201 et. Seq. 29 C.F.R.  
Pt. 510-794

Approved: March 28, 2006

Reviewed: \_\_\_\_\_

Revised: May 24, 2011

March 22, 2016

March 23, 2021