

Descriptor Term: OVERTIME AND SIMILAR ADDITIONAL COMPENSATION - Classified Personnel

Descriptor Code: GCRD

Rescinds: GCRD

Board Approved: 6/03/2014

Previously Approved: 6/26/2006

This policy applies to all classified employees who are nonexempt under the Fair Labor Standards Act.

Employees who work more than 40 hours in a work week (Sunday, 12:00 a.m. through Saturday, 11:59:59 p.m.) will be paid 1.5 times their regular rate for all time worked in excess of 40 hours. Such work requires the permission of the employee's supervisor. Employees who do such work without permission are subject to disciplinary action, including termination.

Paid time off in the form of sick leave, vacation leave, emergency leave, and paid holiday time is not counted for purposes of determining whether an employee is entitled to overtime in a given work week unless the employee is called in due to an emergency that affects the well-being of students. This provision applies only to full-time classified employees. Unpaid time off is not counted as time worked for overtime or any other form of compensation.

Employees who work at more than one straight-time rate during a work week will be paid any overtime they are entitled to in accordance with the requirements of the Fair Labor Standards Act. The overtime rate will be a blending of the rates to determine the overtime rate.

Employees who are asked to perform work or are called in to answer alarms on weekends or an official holiday of the District, will be paid 1.5 times their straight-time hourly rate on Saturday and two times their straight-time hourly rate on Sunday for all time worked on such days, and a minimum of four hours will be paid for such time. Employees who perform work on Sunday will be paid two times their straight-time hourly rate. In order to be paid the additional compensation, the employee must have been requested by the employee's supervisor to do the work. Employees who do such work without their supervisor's approval are subject to disciplinary action, including termination.

No supervisor is authorized to request or permit work by an employee "off the clock." Employees are expected to report any such request immediately to the Superintendent or Assistant Superintendent.

Classified employees should not commence work before "clocking" in and should not continue work after clocking out. Employees also should not clock in more than seven minutes prior to their scheduled start time. Employees who violate these rules are subject to disciplinary action, including termination.

