

## **Educational Support Personnel Overtime Payments**

### Section A -Introduction

It is the policy of the Board of Education to grant overtime pay at time and one-half remuneration to any educational support employee for approved time worked which exceeds forty hours in any seven day work period. Where an employee does not work and receives paid sick leave, vacation, emergency/personal leave, jury duty leave or other paid leave, this time shall not count in calculating the employee's work hours for purposes of paying overtime. Hours comprised in paid legal and district observed granted holidays, as outlined in Board Policy 6420, shall count in said calculation. No compensatory time shall be given in lieu of overtime pay.

### Section B -Approval of Overtime

All overtime work by educational support personnel must be approved by the assistant principal/administrative services, or the assistant superintendent for human resources, whichever is appropriate.

### Section C -Minimum Time Guaranteed

Educational support employees who are asked to return to work for emergency situations after the employee's normal work day shall be guaranteed a minimum payment for two hours worked at the appropriate rate.

### Section D -

In computing overtime pay, no work shall be considered that is performed by educational support personnel in certified positions for which certification is required.

Approved: November 4, 1974  
Revised: November 27, 1995  
Revised: September 25, 2000  
Revised: November 28, 2005  
Revised: December 13, 2010