

Overtime and Compensatory Time (Non-Exempt Employees)

All employees, except those shown to be exempt, shall be considered subject to the minimum wage and overtime provisions of state and federal law.

Approval of Overtime

The principal or appropriate supervisor shall determine whether it is necessary for non-exempt employees to work overtime hours. Non-exempt employees shall be required to perform all overtime hours assigned to them by their supervisor. Overtime is to be preapproved except in cases of emergency, in which case it must be approved the next work day.

Overtime Calculation

Non-exempt employees who exceed 40 hours of work time in a workweek will be compensated at the rate of time and one half.

Paid leave, such as holiday, sick, or vacation pay does not apply toward work time.

The workweek begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

The District does not pay overtime based on the hours worked in a single day. Supervisors and employees have the ability to flex an employee's 40 hours within the workweek according to District policies.

Employees Working in Two or More Positions

If a non-exempt employee is employed for two or more different positions which have different rates of pay, the District will pay the employee overtime compensation based upon the weighted hourly rate.

Compensatory Time

Compensatory time shall not be used. However, this rule does not prevent the principal or appropriate supervisor from working with non-exempt employees to adjust daily hours worked in order to prevent overtime accumulation during the workweek.

Recordkeeping

Accurate records shall be kept of hours worked by all nonexempt employees. The Director of Accounting shall institute a system of recordkeeping. All non-exempt employees are required to utilize the system of recordkeeping for time worked.

Employees may be disciplined for not following the guidelines above.