

Superintendent File: GDBC

Support Staff Supplementary Pay/Overtime

Overtime and Compensatory Time

The administration shall determine which District employees are subject to state and federal law minimum wage and overtime requirements. These non-exempt employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

All overtime work shall require the advance approval of the employee's principal and/or other immediate supervisor. An effort shall be made whenever possible not to schedule non-exempt employees for more than 40 hours per week.

Alternatively, in lieu of overtime compensation and following supervisor approval, non-exempt employees may receive compensatory time off. A determination as to whether overtime shall be compensated by overtime pay or by compensatory time shall be made prior to the performance of the work. Employees may accrue no more than 120 hours of compensatory time, subject to lower limitations as determined by individual supervisors.

Compensatory time for overtime hours will be credited at a rate of one and one-half times the "overtime" hours worked. An employee shall be permitted to use compensatory time within a reasonable period of time after making a request to the supervisor. Such requests shall be granted if the use of the compensatory time does not unduly disrupt the operations of the District.

All hours worked shall be accurately recorded in the manner required by the employee's supervisor.

Supplementary Pay

All non-exempt employees who work supplementary assignments outside of their job duties will be compensated at a rate established by the District that is in accordance with federal and state law.

Adopted by the Superintendent: December 8, 2020

LEGAL REFS.:

29 U.S.C. §201 *et seq.* (*Fair Labor Standards Act*)
29 C.F.R. Parts 510 to 794

CROSS REF.:

KF, Community Use of School Facilities