



ADDITIONAL HOURS AND OVERTIME – APPROVAL AND ASSIGNMENT

The District pays overtime for non-exempt employees in accordance with federal wage and hour laws. All employees are classified as either exempt or non-exempt for purposes of overtime compensation. Teachers and administrative employees are exempt and therefore ineligible for overtime compensation. A non-exempt employee is not authorized to work beyond the normal work schedule without advance approval from the direct supervisor/principal unless there is an emergency.

Overtime is legally defined as all hours worked in excess of forty (40) hours in a week (Monday through Sunday) and is not measured by the day or by the employee's regular work schedule. An employee who must work beyond their normal schedule, but less than forty (40) hours, will be compensated at straight-time or equivalent time off in the same workweek. Time worked over forty (40) hours per week is paid at one and one-half (1.5) times the rate of regular pay. Time worked per week, for purposes of calculating overtime pay, does not include sick, vacation, holiday or personal leave time. The reason for the overtime must be indicated on the employee's timesheet.

- **Approval:** In order for an employee to work beyond their contract hours in any week, prior approval must be obtained from the direct supervisor/principal. Exceptional cases requiring overtime may be approved after the overtime is worked when all direct supervisor/principals are unavailable and such pre-approval may cause harm to students, staff, the community or District property.
- **Assignment:** Non-emergency scheduled overtime assignments will be filled using volunteers first, with as much notice as possible, and if insufficient volunteers are found, the work will be assigned to a qualified employee(s) as determined by the District. If no one volunteers to perform the overtime, the District may assign the work on a rotating basis within the applicable job classification. Emergency overtime assignments shall be assigned at the discretion of the District.

Reference: *Board Policy 3700* Fair Labor Standards Act (FLSA)

Wisconsin Statutes: Chapter 103
§104.01

Code of Federal Regulations §553.23
Fair Labor Standards Act