

POLICY

BOARD OF EDUCATION BAYONNE

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OVERTIME COMPENSATION

4413 OVERTIME COMPENSATION

The Board of Education will compensate overtime work in accordance with law. "Overtime work" means work in excess of the hours specified in a policy of this Board but does not include compensatory time off, time off for any other reason, or time during which the employee voluntarily substitutes for another employee in the same work category.

No overtime shall be worked without the express advance approval of the immediate supervisor.

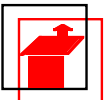
Employees who work overtime and for whom no contrary provision has been collectively bargained shall earn compensatory time at the rate of one and one-half hours for every hour of overtime worked, in lieu of overtime compensation. Such employees who accrue compensatory time beyond two hundred forty hours shall be compensated at the rate earned by the employee at the time compensation is paid.

An employee who has unused accrued compensatory time when his or her employment is terminated shall be paid, upon termination, for the unused time at a rate of pay not less than:

1. the average rate received by the employee during the last three years of employment; or
2. the final rate received by the employee, whichever is the higher rate.

A request for the use of compensatory time shall be submitted to the employee's supervisor and must be approved by the Superintendent. An employee will be permitted the use of accrued compensatory time within a reasonable time of his or her request for time off, provided the requested time off does not unduly disrupt the operations of the school district.

Twelve-month secretary/clerks and other Board discretion personnel shall be compensated at the rate of one and one-half times when they are asked to perform duties and responsibilities which are an extension of their positions. However, the following special consideration should be noted:



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1. If a secretary/clerk works in a position which is outside his or her normal duties and responsibilities such as Adult Evening High School, nonpublic Compensatory Education, Special Education Programs, etc., he or she will be compensated at the established rate until such time as the secretary/clerk works a total of forty hours in that week. After forty hours, overtime shall be compensated at one and one-half times the weighted average hourly rate earned during the week in which such overtime was worked.

2. If a case arises wherein a secretary/clerk has not had a full complement of days or hours worked due to an absence and has no remaining leave time left such as sick, personal, or vacation days and must suffer pay deduction during a pay period, then the secretary/clerk would not be entitled to time and one-half until the lost time is made up and the hours are fulfilled within the work week.

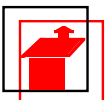
The Superintendent is directed to make and maintain such records regarding employees' hours and wages as may be required by law.

29 U.S.C.A. 207(o)

29 U.S.C.A. 207(p)

N.J.S.A. 34:11-56(a)4

Adopted: 28 July 1997



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