CONNEAUT SCHOOL DISTRICT
DISTRICT ADMINISTRATION OFFICE

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SUPERINTENDENT'S REGULATION

POLICY 614
Effective May 7, 2025

CLARIFICATION REGARDING CERTAIN PAYROLL ISSUES

1. Duty-Free Lunch Periods – All District Employees

1. Because employees are scheduled to work a specific time period, negative impacts can occur if this entire time period is not covered. For these reasons, employees are not permitted to elect to work through a lunch period in order to leave early. As an example, if an employee is scheduled to work 7:00 AM – 3:30 PM, representing an eight hour paid shift as well as a half hour duty-free lunch, the employee may not work through their lunch period for the purpose of leaving at 3:00PM instead of 3:30PM.

2. It is the employee's responsibility to notify their supervisor if they are at risk of not being able to take their duty-free lunch period so that the supervisor can address the issue. While missed lunches can and will occasionally occur, a meeting will be held in situations of repeated missed lunch breaks. The purpose of the meeting will be to reach an acceptable resolution to prevent such instances from occurring in the future.

2. Authorization of Employee Overtime – All District Employees

Policy 614 provides a basic framework for authorization of overtime in that "Overtime can only be scheduled and paid when previously authorized by the immediate supervisor and approved by the Superintendent". The following will serve as additional clarification:

1. Board approval is not required in situations when overtime is budgeted and the additional time is related to an individual's current position, provided that the immediate supervisor and Superintendent have agreed to the overtime in accordance with Policy 614.

2. Board approval is still required in instances where a separate position must be posted (Extended School Year, SAT Prep, etc.) or when no budgeted amount exists for the overtime.