



Book	Policy Manual
Section	300 Employees
Title	Overtime
Code	330
Status	Active
Adopted	November 18, 2013

Authority

In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Board adopts this policy.

In accordance with federal and state law and this policy, applicable collective bargaining agreement or individual contract, overtime shall be paid for work in excess of the established workday or workweek for each classification of support employees.[\[1\]](#)[\[2\]](#)

No overtime shall be scheduled or worked without prior approval of the immediate supervisor.

Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of forty (40) hours per week (including the difference between the normal workweek and forty (40) hours).[\[1\]](#)[\[2\]](#)

The district may use compensatory time off at the premium rate of one and one-half hours for each hour of accrued overtime work, or a combination of cash payment and compensatory time. Compensatory time shall be scheduled within a reasonable time after a request by the employee.[\[2\]](#)

For purposes of computing overtime, credit shall be given only for hours worked, as recorded in district records and provided by law.

Any conflict between this policy and applicable collective bargaining agreement or individual contract shall be reported promptly to the Board.

- Legal
- [1. 43 P.S. 333.104](#)
 - [2. 29 U.S.C. 207](#)
 - [29 U.S.C. 201 et seq](#)
 - [29 CFR Part 778](#)
 - [34 PA Code 231.41](#)
 - [34 PA Code 231.42](#)
 - [34 PA Code 231.43](#)

[43 P.S. 333.101 et seq](#)

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