

Payroll Procedures: Overtime/Compensatory Time and One-Half

A. Definitions

Eligible Employees

Employees on the classified wage or salary schedule and deemed non-exempt under the Fair Labor Standards Act (FLSA) may receive compensatory time and one-half. Classified employees and non-classified employees on the administrative salary schedule and deemed exempt under the Fair Labor Standards Act (FLSA) will not receive compensatory time and one-half.

Service Week

A service week consists of five (5) eight (8) hour duty days.

B. Compensatory Time and One-half

Compensatory time is awarded at the rate of 1 ½ times the base hourly straight time after 40 hours on duty in any one-service week.

C. Administration

The superintendent, and other administrators as designee, has authority to approve overtime work under the following guidelines.

Generally overtime work may be deemed necessary when:

- a) a breakdown in machinery or equipment threatens the diminution or termination of essential services; or
- b) a dangerous condition develops and services are needed to prevent damage to school board property; or
- c) unforeseen circumstances arise causing curtailment of essential services; or
- d) severe weather conditions exist; or
- e) the superintendent so determines a need.

Adopted: December 11, 1995

Amended: April 18, 2011