

11.0 CLASSIFIED STAFF OVERTIME

11.1 School district employees who are subject to the minimum wage and overtime requirements of federal or state law shall be paid in accordance with applicable statutes. Overtime work may be performed only in accordance with this administrative procedure.

11.2 In lieu of overtime compensation, non-exempt employees may receive compensatory time off in accordance with applicable statutory requirements. A determination as to whether overtime shall be compensated by overtime pay or by compensatory time shall be made prior to the performance of the work.

11.3 All overtime work shall require the advance approval of the employee's Principal and/or other primary supervisor. An effort shall be made whenever possible not to schedule non-exempt employees for more than forty (40) hours per week.

11.4 Compensatory time off cannot be accrued and shall be taken within the same pay period as it was earned.

11.5 All hours of work shall be accurately and timely recorded in the manner required by law.

11.6 The administration shall be responsible for properly administering the requirements of the law and this policy.