

Extra Hours and Overtime for Classified Employees

This policy applies to non-exempt classified employees.

The District workweek begins at 12:00 am Sunday morning and ends at 11:59 pm Saturday evening. "Overtime" is defined as time worked over forty (40) hours in a workweek. Time worked under this policy includes actual hours worked, designated holiday hours and sick leave hours. "Extra hours" is defined as any hour(s) worked over the number of budgeted hours for the position.

No overtime or extra hours are authorized without the specific prior approval of the employee's immediate supervisor. Unauthorized overtime or extra hours may be subject to disciplinary action up to and including termination.

An immediate supervisor may authorize a flexible schedule of hours during the workweek when business needs allow.

An employee may not volunteer work time in an assignment similar to his or her regular work without pay.

The District will follow all requirements set forth in the Fair Labor Standards Act.

Call-backs

Call-backs occur when an employee is called to return to work outside their regular work schedule to respond to an immediate circumstance. When a call-back occurs, the employee will be compensated for the greater of (a) two (2) hours OR (b) time elapsed from initial call to the employee's return home, including reasonable travel time.

Call-backs on a holiday will be compensated at one and one-half (1 ½) the employee's regular rate of pay, in addition to holiday pay after the completion of a regular 40 hour workweek in paid status.

Compensatory Time

When business needs allow, and an employee is authorized to work over forty (40) hours in a workweek, the employee may request that overtime hours be used at a later date as compensatory time in lieu of cash payment at the end of the pay period. The agreement to allow compensatory time must be entered into between the employee and the immediate supervisor before the work is performed.

Documentation will be maintained by the employee, signed by the immediate supervisor, and given to the Payroll department verifying the additional hours worked, and the agreement to accrue compensatory time in lieu of cash payment.

Compensatory time may be accrued not to exceed 240 hours of compensatory time (equivalent of 160 hours of overtime). Any accrued compensatory time will be paid out in cash payment in the June paycheck each fiscal year, or upon separation from employment, whichever occurs first.

Previous Policy: 604.5

Cross Reference: 5217P
5440

Payroll-Procedure
Paid School Holidays

Legal Reference: 29 USC 201, et seq.
29 CFR § 553.22, et seq.
29 CFR § 77-100, et seq.

Fair Labor Standards Act
FLSA Compensatory Time
The Maximum-Hours Provision

Policy History:

Adopted on: October 10, 2017

Revised on: