

STAFF PERSONNEL
Series 400

Policy Title: COMPENSATORY TIME AND OVERTIME
FOR CLASSIFIED EMPLOYEES

Code: 408.8

Classified employees who work more than forty (40) hours in a given work week may receive compensation time at a rate of one and one-half (1 ½) times all hours worked in excess of forty (40) hours in any work week. No overtime is authorized for any classified employee without the specific approval of the Superintendent, except, as the Superintendent shall otherwise prescribe.

A classified employee may not volunteer work time in an assignment similar to his or her regular work without compensation. If at all possible, comp time should be taken during the week it is earned; if not, within 30 days.

A non-exempt (hourly) employee who works overtime without authorization may be subject to disciplinary action. Professional salaried employees do not qualify for compensatory time.

Comp time earned and comp time taken must be recorded on the district-approved forms in order to assure accurate accountability. Leave request forms must still be submitted and approved in advance by the immediate supervisor.

Date of Adoption: 10/15/12
Readopted:
Revised:

Legal References:
29 USC 201, et seq.
Fair Labor Standards Act

Related References: