

Policy 4.006.

Overtime Pay

Exempt employees are not eligible to receive overtime pay. Exempt employees are those employees who are not subject to the federal and state wage and hour laws. All certified and some non-certified staff members are exempt employees.

Non-exempt employees are those employees who are subject to federal and state wage and hour laws. Non-exempt employees are eligible to receive overtime pay as follows:

- a. Hours worked up to forty hours in the workweek, at the straight time base hourly wage.
- b. Hours worked in excess of forty hours in the work week, at one and one-half times the straight time base hourly wage.

Compensatory time in lieu of overtime pay may be granted to non-exempt employees provided such compensatory time is taken within the same week that the overtime is worked and is taken consistent with state and federal law.

Non-exempt employees who are required by their supervisors to work on a holiday shall be paid at two (2) times the straight time base hourly rate for each holiday hour worked.

ADOPTED: February 21, 1991

REVISED: June 1, 2000

Policy 4.006A.

Procedure for Approval of Overtime

Overtime worked is approved in advance by the employee's immediate supervisor. The Division Director's signature must appear on the time sheet reporting the overtime worked. Payment of properly approved overtime will be made in the pay period following receipt of the employee's time sheet by the payroll office.

REVIEWED: June 1, 2000