



***Center Area
School District***

SECTION: CLASSIFIED EMPLOYEES

TITLE: OVERTIME

ADOPTED: MARCH 16, 2006

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">530. OVERTIME</p> <p>In order to ensure compliance with applicable federal law regarding payment of overtime, and to ensure consistent treatment of all employees subject to such policy and law, the following guidelines are established.</p> <p>In accordance with the Fair Labor Standards Act (FLSA) and this policy or applicable collective bargaining agreement, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employees as follows.</p> <p>No overtime shall be scheduled or worked without the prior approval of the immediate supervisor.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved by the Superintendent for time worked in excess of the normal workday or workweek as established for each class of employees and/or in accordance with the FLSA.</p> <p>For purposes of computing overtime, credit shall be given only for hours worked as recorded in district records and as provided by law. Time off for holidays, sick leave, personal leave, or vacation will not be included when computing overtime unless specifically covered in the applicable Collective Bargaining or Employment Agreement.</p> <p><u>Workweek</u></p> <p>For the purposes of this policy, a workweek will be defined as the continuous period of 168 hours in the form of seven consecutive 24-hour periods which begins at 12.01 a.m. each Sunday for all employees. Each workweek stands alone for the purpose of determining overtime pay for covered employees.</p>
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