



GDBC - CLASSIFIED STAFF OVERTIME

OVERTIME COMPENSATION, COMPENSATORY TIME, AND ADDITIONAL WORK HOURS

All classified employees are subject to 29 U.S.C. 201, et. seq. (Fair Labor Standards Act) and the applicable administrative rules and regulations as may from time to time be promulgated or amended. This policy shall be administered pursuant to said law and administrative rules and regulations, as construed by the Office of Personnel Services.

For classified employees who work in positions which the director of personnel services has determined to be Nonexempt under the Fair Labor Standards Act (FLSA), overtime work is considered that which is performed in excess of forty (40) hours per work week. Generally, district employees who are

Nonexempt include custodial employees, maintenance employees, transportation employees, food service employees, secretarial/clerical employees, and paraprofessionals.

Hours worked include all time that a classified Nonexempt employee is "suffered or permitted to work" and include:

1. Preparatory work which is part of the employee's principal work activity;
2. Meal periods where the employee is not free to leave the workplace;
3. Waiting time associated with the job;
4. Rest periods of twenty (20) minutes or less;
5. "Voluntary work" that is permitted to be performed, with or without advance approval, by the employee before or after his or her scheduled work shift. No classified employee may "volunteer" to perform work which is related to his or her regular job duties without being compensated for all additional work performed.

All hours worked shall be accurately recorded in the manner required by the FLSA, as administered by the Payroll Department.

Prior to working overtime and/or time which exceeds the employee's budgeted daily work schedule, the additional work time must be authorized by the employee's building principal or the department head. No school employee other than the building principal may authorize or request that a classified employee work time beyond his or her budgeted daily schedule. The building principal or department head will ensure that all

additional hours worked do not result in any operating budget deficit and that all classified employees are compensated properly for all hours worked, whether or not the additional work results in overtime compensation.

If advance approval from the building principal or department head is not obtained, the employee must be appropriately compensated if the additional work is performed. However, employees who work overtime or additional hours without obtaining prior approval from the building principal or department head may be subject to disciplinary action, including possible termination of employment.

Hours worked by any Nonexempt classified employee in excess of forty (40) in a work week (overtime) performing his or her regularly assigned job tasks will be compensated at one and one-half times the employee's base hourly rate of pay. Additional work hours which do not result in overtime will be paid at the employee's regular hourly rate for similar work.

At the election of the employee, overtime may be compensated with time off (compensatory time, or "comp time"), subject to the approval of the building principal or department head, at a rate of one and one-half times the number of overtime hours worked. A classified, Nonexempt employee may accrue no more than two hundred forty (240) hours of compensatory time. Compensatory timeoff should be taken by the employee within the fiscal year in which it was earned, and the scheduling of compensatory time off is subject to the approval of the employee's immediate supervisor.

Adopted: April 1972
Revised: November 1975
Revised: January 1976
Revised: January 1977
Revised: July 1982
Revised: June 9, 1997

LEGAL REF:
29 U.S.C.A. 201, et. seq. (Fair Labor Standards Act)

CROSS REF:
KF, Community Use of School Facilities

CONTRACT REF:
Employee Agreement, Section Ap, Pay and Benefits, and subcodes