

## CLASSIFIED EMPLOYEES WORK SCHEDULE

DATES (Adopted/Revised)	GUIDE WORDS
Adopted January 1974 Revised May, 1980 Revised August, 1984 Revised April, 1988 Revised June, 2006 Revised April, 2008	Aides Clerks Comp Time Overtime Secretaries Work Schedule

The standard workweek for most full-time classified employees is forty (40) hours per week. The work schedule for some classifications will vary.

OVERTIME

Overtime will be permitted only as provided for in the budget. Overtime within the department budget must be authorized in advance by the immediate supervisor. Overtime is divided as time worked in excess of forty (40) hours in a five-day workweek and shall be paid at the rate of one and one-half times the regular hourly rate of the employee. Classified employees that are on annual contract are considered exempt employees and are not eligible for overtime.

An hourly classified employee who works overtime without prior approval from their supervisor may be subject to disciplinary action.

COMPENSATORY TIME

Compensatory time is defined as that time which an hourly classified employee, with advance permission of the supervisor, works in excess of the work time scheduled in a day and for which the employee may take an equivalent time off work. To accomplish this, such time should be taken within the week during which the compensatory time obligation was incurred and the work week must not exceed forty (40) hours.

Compensatory time not utilized in the week it incurs, is determined at a rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required. District employees may, subject to individual manager discretion, accrue up to a total of sixty (60) hours of compensatory time (40 hours of actual overtime worked).

Accrued compensatory time must be used by the end of the school year or within four (4) months from the date it was earned, whichever comes first.

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Use of accrued compensatory time must be scheduled and approved by the employee's immediate supervisor. Supervisors will try to accommodate employee requests but practical application will include but is not limited to (a) the normal schedule of work, (b) anticipated peak workloads based on past experience, (c) emergency requirements for staff and services, and (d) availability of qualified substitute staff.

The Fair Labor Standards Act (FLSA) requires that any employee who accrues compensatory time in excess of two-hundred forty (240) hours (160 hours of actual overtime worked), be paid overtime compensation.

**RECORD KEEPING**

All accrual and use of compensatory time and overtime must be reported on the weekly payroll report that is sent to the business office. The appropriate supervisor must approve all overtime and compensatory time in advance.

The District's Human Resources and Business Offices shall maintain a record of overtime and compensatory time for classified employees. Should such department personnel believe that overtime and compensatory time is being utilized in excess, specifically in situations where the District is in a serious financial condition and/or when it is believed that the use of such time will negatively impact upon the overall budget of the subject department, such activity will be brought to the attention of the District Superintendent for review and possible action.