



431 Non-Exempt Employee Overtime Compensation

I. Purpose

The purpose of this policy is to inform all employees of the Fair Labor Standards Act's requirements in regard to overtime pay.

II. Definitions

Overtime: means time worked in excess of 40 hours per week.

Overtime: means compensation paid at the rate of one and one-half hours worked for every hour of overtime worked.

Compensatory Time: means time off granted in lieu of pay at the rate of one and one-half hours for every hour of time worked.

Work Week: means the hours between 12:00 a.m. Saturday until 11:50 p.m. Friday.

III. General Statement of Policy

Due to fiscal implications, the North Shore Community School Board discourages overtime work by non-exempt employees. In the event that an employee works overtime, North Shore Community School and its employees will adhere to the guidelines set forth in this policy.

IV. Administration

The Director will ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and ensure that all employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek will be signed by each employee and supervisor and submitted on a regular basis to the Business Office. The Business Office will review work records of employees on a regular basis to make an assessment of overtime use.

V. Adjustment of Schedules

The Director and/or an employee's supervisor may adjust weekly schedules to prevent non-exempt employees from working more than 40 hours in a workweek.

VI. Approval to Work Overtime

Prior authorization is required before working overtime. Non-exempt employees may not work overtime unless authorized by his/her supervisor.

VII. Overtime Compensation

A. In the event that a nonexempt employee works in excess of 40 hours in a workweek, the employee may choose to:

1. Be paid overtime pay, or
2. Take compensatory time off at a later date at the rate of time and one half for each one hour of overtime worked, or
3. Be compensated through a combination of overtime pay and compensatory time off.

B. Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school.

C. Employees must use all available compensatory time prior to using any other available paid or unpaid leave.

D. Employees may accrue no more than 30 compensatory hours in one fiscal year.

E. Employees will be paid for any unused compensatory time at the end of each fiscal year.

F. Upon leaving the school, an employee will be paid for any unused compensatory time.