

<b>DESCRIPTOR TERM:</b>  <b>Personnel and Employment</b>	<b>Millard District Policy</b> <b>File Code: 4250</b>  <b>Approved: 07-08-21</b>
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## CLASSIFIED COMPENSATORY TIME AND OVERTIME

### **A. Purpose**

The purpose of this policy is to provide guidelines for the efficient and economical authorization and use of compensatory time and overtime

The Board of Education recognizes there is a need to authorize or require employees to work beyond normal work hours in appropriate circumstances and employees should be compensated for such work either by compensatory time and/or by overtime pay.

### **B. Definition of Relevant Terms**

1. **Week** – A week is defined as a period beginning at midnight between Saturday night and Sunday morning and ending the next Saturday midnight.
2. **Hourly Employee** – An hourly employee is an employee who is paid a certain sum each hour for each hour worked.
3. **Regular Time** – Regular time is the number of hours an employee is authorized to work during each week for which premium or overtime rates are not paid.
4. **Overtime** – Overtime is time worked during a week in excess of regular time for which the district pays an additional amount per hour or grants compensatory time over the usual pay rate, or work on a holiday for which overtime or compensatory time pay is authorized, or work in excess of a minimum number of hours per day for which overtime pay or compensatory time is authorized. Unless otherwise provided by law or by contract, time of 40 hours or less during the week from Monday to Saturday, not a legal holiday, shall be regular time.

### **C. Required Record**

For each employee of the district paid on an hourly basis, records shall be kept of time worked showing for each period of employment or shift, the time the employee actually began the employee's shift, and the time the employee actually concluded employment for that shift. (see attached Classified Overtime Work Report).

**D. Overtime & Compensatory Time**

1. Before overtime is recorded or overtime work is performed for the district, an hourly employee shall obtain prior approval from the employee's supervisor, or from another officer or administrator having authority authorizing the overtime.
2. When overtime work is required, employees may receive compensatory time off in lieu of overtime pay. Time off will be granted at a rate of time and one-half for the hours worked. It will be the discretion of the principal or district supervisor as to which type of overtime credit will be granted; overtime pay or compensatory time off.
3. The maximum compensatory time which may be accrued by any affected employee will not exceed 160 hours of actual overtime hour worked in any contract year. (240 total comp time hours). Any employee who has accrued the maximum number of compensatory hours shall be paid overtime compensation by check for any additional overtime hours of work.
4. Employees shall be permitted to use accrued compensatory time within a reasonable period after it is requested if to do so would not unduly disrupt the operations of the school district. A reasonable period will not exceed 6 months.

**E. Consequences of Violation of Policy**

**First Abuse:** Employee will be notified by principal or supervisor of violation and future steps that will be taken.

**Second Abuse:** Employee will be notified in writing by principal or supervisor and placed on probation.

**Third Abuse:** Employee will be notified by letter and employment terminated.