Overtime

Overtime Requires Prior Approval

Before overtime is recorded or overtime work is performed for the District, an employee shall obtain written or verbal approval from the employee's supervisor or from another officer or administrator having authority to authorize the overtime.

Overtime Work

"Overtime work" is defined as time worked in the "work week," as defined by policy, exceeding forty (40) hours for a non-exempt employee in which the non-exempt employee is compensated at a rate not less than one and one-half (1.5) times the employee's hourly rate.

Work Week

"Work week" is defined as the period of time beginning at midnight between Saturday night and Sunday morning and ending the next Saturday midnight.

Regular Time

Regular time is the number of hours an employee is authorized to work during the work week through forty (40) hours.

Location

All regular time work and authorized overtime work must be completed on site unless prior authorization is obtained. Employees must receive written authorization prior to the start of any off-site work.

- "On-site work" is work performed within the normal course and scope of employment at the

  District's regular places of business, including schools, the District office, bus warehouse, and comparable District locations.

- "Off-site work" is any work performed at a location different than the District's regular places

  of business.

Time Keeping

Each employee shall comply with District time-keeping protocols by promptly recording daily regular time worked only by time clock or by the specific method prescribed by the District.

Failure to Comply

Failure to comply with this policy or with the District's overtime procedures may result in disciplinary action, up to and including termination.

	Source Traceability

Source

Use in this policy

USBA DED - Overtime

Model policy retained as controlling format.

MSD Policy 4240, approved 2026

Board-approved controlling local overtime and compensatory-time provisions inserted as DED-1.