

## **OVERTIME PAY AND COMP-TIME FOR SUPPORT STAFF**

**542.6**

Overtime shall be paid at one and one-half (1 ½) times the employee's hourly rate for any hours worked in excess of forty (40) hours per week. Also included as time worked when calculating overtime are vacation and paid holidays. All overtime must have prior administrative approval, except in emergency situations.

In lieu of overtime pay (hours worked beyond a normal 40 hour week – the week is defined as beginning on Sunday and ending at the end of the day on Saturday), non-union employees may request "comp time" from their immediate supervisor, who will determine approval. The supervisor must log any comp time or time beyond 40 hours and file a report with the Superintendent or designee following each month. Such comp time will be logged at one and one half times the number of hours worked in excess of 40 hours. Logs will also detail hours of comp time used during the month and show an ending month accumulated balance of comp time remaining. Comp time accumulated during a fiscal year (July 1 – June 30) can be used up to August 1 following the fiscal year. Any comp time remaining shall be paid at time and a half.

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