

MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: OVERTIME

ADOPTED: October 14, 1991

REVISED:

<p>1. Purpose Fair Labor Standards Act 29 U.S.C. SC 201 et seq</p> <p>2. Guidelines 29 C.F.R. Sec. 531-800</p>	<p style="text-align: center;">530. OVERTIME</p> <p>In order to ensure compliance with applicable federal law regarding payment of overtime, and to ensure consistent treatment of all employees subject to such policy and law, the following guidelines are established.</p> <p>In accordance with the Fair Labor Standards Act and this policy or applicable collective bargaining agreement, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employees as follows.</p> <p>Overtime accrues only when the non-exempt employee performs work within the same job classification; when employees at their option agree to perform occasional or sporadic work within a different job classification, then such hours shall not qualify for overtime.</p> <p>No overtime shall be scheduled or worked without the prior approval of the appropriate supervisor.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved by the appropriate supervisor for time worked in excess of forty hours per week.</p> <p style="padding-left: 40px;">The district also may use compensatory time at the rate of time and a half for each hour of accrued overtime worked. Employees shall utilize compensatory time within one hundred twenty (120) days of its accrual, at the convenience of the school district.</p> <p>For purposes of computing overtime, credit shall be given only for hours worked as recorded in district records and as provided by law.</p> <p>Any conflict between this policy and applicable collective bargaining agreements shall be reported to the Board when such conflict arises.</p>
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