

Compensatory Time and Overtime for Classified Employees

Classified employees who work more than 40 hours in a given work week may receive overtime pay of one and one-half times the normal hourly rate unless the District and the employee agree to the provision of compensation time at a rate of one and one-half times all hours worked in excess of 40 hours in any work week. No time and a half or paid overtime is authorized for any classified employee without the specific approval of the Superintendent. Compensatory time accrued must be used within the fiscal year that it was earned. NOTE: Be advised, comp time is not required. Comp time must be pre-authorized by the department supervisor in order to receive time for time. The approving supervisor will be accountable for tracking compensatory time and reporting quarterly to the HR supervisor

A classified employee may not volunteer work time in an assignment similar to his or her regular work without pay.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

A general notice from the Department of Labor explaining the Fair Labor Standards Act, as prescribed by the Department's Wage and Hour Division, will be posted prominently where it can be readily seen by employees and applicants and shall either be distributed to each new employee upon hiring or will be included in employee handbooks. No notification of rights under the Fair Labor Standards Act or related regulations should be construed to alter any applicable at-will employment relationship between the District and an employee.

Legal References:	29 USC § 201, <i>et seq.</i>	The Fair Labor Standards Act of 1985
	29 CFR § 516.4	Records to be Kept by Employers - Posting of Notices

Policy History:

Adopted: 3/11/25

Review: 1/14/25, 2/4/25, 3/4/25