

Revised:

COMPENSATION TIME AND OVERTIME

I. PURPOSE

The purpose of this policy is to outline overtime and compensation time. The school district restricts overtime and compensation time to prior approval.

II. GENERAL STATEMENT OF POLICY

- A. On rare occasion, request for work beyond forty hours per week may arise. While this situation should by nature be rare, the district shall have the following plan in place in order to track such instances.
- B. General description:
 - 1. The school district may offer their employees "comp time" by agreement in lieu of overtime pay.
 - 2. Overtime pay and compensation time shall be paid per contract agreement.
 - 3. All overtime pay must be pre-approved by the superintendent or designee. All compensation time must be pre-approved by the superintendent or designee.
 - 4. Nothing in federal or state law limits the amount of overtime that can be required, as long as the employer pays the required wage.
 - 5. All overtime hours must be claimed according to contract.
 - 6. All compensatory hours must be claimed and used within two pay periods.
 - 7. Compensation time not used within one pay period will be paid in the next pay period.