

SECTION: CLASSIFIED EMPLOYEES

TITLE: OVERTIME

ADOPTED: February 8, 1999

REVISED:

# PENN MANOR SCHOOL DISTRICT

530. OVERTIME	
1. Authority	<p>In order to ensure compliance with applicable federal law regarding payment of overtime and consistent treatment of all employees subject to the law, the Board adopts this policy.</p>
2. Guidelines	<p>In accordance with the Fair Labor Standards Act and this policy, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employees.</p> <p>Overtime accrues only when a nonexempt 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, such hours shall not qualify for overtime.</p> <p>No overtime shall be scheduled or worked without prior approval of the immediate supervisor and Administrative Assistant for business or his/her designee.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of forty (40) hours per week (including the difference between the normal workweek and forty hours).</p> <p>The district may use compensatory time off at the premium rate of one and one-half hours for each hour of accrued overtime work, or a combination of cash payment and compensatory time. Compensatory time off shall be scheduled within a reasonable time after a request by the employee.</p> <p>The established overtime policy shall apply to all school activities, and such activities are subject to the provisions contained in this policy.</p> <p>Regular pay and overtime pay shall be determined by time sheets which shall be due according to the schedule published by the Business Office in September of each year.</p>