

SECTION: EMPLOYEES

TITLE: OVERTIME

ADOPTED: September 13, 2010

REVISED:

# PENN MANOR SCHOOL DISTRICT

<p>1. Authority</p> <p>43 P.S. Sec. 333.104 29 U.S.C. Sec. 207</p> <p>43 P.S. Sec. 333.104 29 U.S.C. Sec. 207</p> <p>29 U.S.C. Sec. 207</p>	<p style="text-align: center;">330. OVERTIME</p> <p>In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Board adopts this policy.</p> <p>In accordance with federal and state law and this policy, applicable collective bargaining agreement or individual contract, overtime shall be paid for work in excess of the established workday or workweek for each classification of support employees.</p> <p>No overtime shall be scheduled or worked without prior approval of the immediate supervisor.</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 (40) 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, in excess of forty (40) hours per week.</p> <p>The employee must have approval from his/her supervisor/principal before the work is done. Hours and dates worked in excess of forty (40) hours per week must be documented on the employee's time sheet. When compensatory time is used, it must also be indicated on the employee's time sheet. Principals and supervisors must sign all time sheets.</p> <p>The business office records compensatory time. Employees may accumulate up to forty (40) hours compensatory time or five (5) days whichever is greater. Any overtime worked beyond the forty (40) hours will be processed and paid through payroll.</p>
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Employees must request to use accrued compensatory time in the same way they would request a floating holiday or vacation day. Employees should use accrued compensatory time within a reasonable period of time, such as the same fiscal year, and take into consideration work schedules, staffing requirements and available substitutes.

Upon termination for any reason an employee will be paid for unused compensatory time at their current rate of pay, despite the fact they may have accrued it in a prior fiscal year.

For purposes of computing overtime, credit shall be given only for hours worked, as recorded in district records and provided by law.

References:

Department of Labor and Industry Regulations – 34 PA Code Sec. 231.41, 231.42, 231.43

Minimum Wage Act – 43 P.S. Sec. 333.101 et seq.

Fair Labor Standards Act – 29 U.S.C. Sec. 201 et seq.

Overtime Compensation, Title 29, Code of Federal Regulations – 29 CFR Part 778