
Section:
Title:
Date Adopted:

No. 530
Classified Employees
Overtime

1 530 . OVERTIME

2 **1. Purpose**

3 In order to ensure compliance with applicable law regarding payment of overtime for hours worked beyond
4 regular hours, and to ensure consistent treatment of all employees subject to such policy and law, the
5 following guidelines are established.

6

7 **2. Guidelines**

8 In accordance with statute or this policy, overtime shall be paid for work in excess of the established
9 workday or workweek for each grade of classified employees as follows.

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11 No overtime shall be scheduled or worked without the prior approval of the immediate supervisor.

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13 Overtime will be paid at the rate of 1-1/2 times regular hourly or daily pay when approved by the
14 Superintendent for time worked in excess of forty hours per week (including the difference between normal
15 work week and forty hours).

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17 For purposes of computing overtime, credit shall be given only for hours worked. Time off for holidays,
18 sick leave, personal leave, or vacation will not be included when computing overtime.

19

20 Any conflict between this policy and applicable collective bargaining agreements shall be reported to the
21 Board when such conflict arises.