

PERSONNEL

Overtime and/or Compensatory Time

Classified employees covered by the Fair Labor Standards Act, 1985 Amendments, shall be compensated for extra hours of service performed in accordance with the specific regulations of the FLSA and federal regulations related thereto.

- A. Employees are allowed to work extra hours on a compensatory basis, but only if an agreement is reached, in writing, between the employee and the supervisor in advance. Compensatory time may accumulate to a maximum of 240 hours; however, it is recommended that compensatory time be accumulated only to a maximum of 40 hours.
- B. Overtime shall only be authorized in those instances where supervisors have the authority and budget for overtime compensation.
- C. Due to the complexity of the FLSA and the ever-changing interpretations of the regulations, it shall be the responsibility of the human resources department to establish and maintain specific procedures, including necessary forms; and, further, it shall be the responsibility of the human resources department to provide ongoing in-service to administrators and employees with regard to the specific requirements of the Fair Labor Standards Act as it affects school employees.
- D. No employee shall be required to work more than five consecutive hours without a meal period.
- E. Employees shall be allowed a meal period of at least 30 minutes, which commences no less than two hours nor more than five hours from the beginning of the shift. Meal periods shall be on the employer's time when the employee is required by the employer to remain on duty on the premises or at a prescribed work site in the interest of the employer.
- F. Employees working three or more hours longer than a normal work day shall be allowed at least one 30-minute meal period prior to or during the overtime period.
- G. Employees shall be allowed a rest period of not less than 15 minutes, on the employer's time, for each four hours of working time. Rest periods shall be scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three hours without a rest period.
- H. Where the nature of the work allows employees to take intermittent rest periods equivalent to ten minutes for each four hours worked, scheduled rest periods are not required.

Approved: July 7, 1987

Revised: May 23, 2001