

OVERTIME: SUPERVISORY AND CONFIDENTIAL CLASSIFIED PERSONNEL

Overtime will be allowed when specifically authorized in advance by the employee's supervisor.

Up to an eight (8) hour day and a 40-hour week are recognized as the standard work week. Work authorized beyond these standards shall be compensated for at one and one-half the regular rate of pay either as pay or compensatory time off.

If the employee takes compensatory time off, it must be taken within four (4) weeks following the dates the overtime was reported to the payroll office. If that is not possible, then overtime will be paid.

Employees who are required to perform special duties outside of the standard work day or work week shall be guaranteed a minimum of two hours pay at one and one-half times their regular rate providing such duties involve time which is not an extension of the regular work day and which results either from the employee being summoned from home in an emergency or from a prearranged agreement.

The standard school month shall be considered to be 22 days if a daily rate is to be established. Approved overtime reported in any month will be paid in the following month.

Reference: Education Code Sections 45127, 45128, 45129, 45130, 45131, 45132, 45203, 45204

Policy adopted: September 18, 1978