

### **Overtime and Compensatory Time**

All employees, except those shown to be exempt, shall be considered subject to the minimum wage and overtime provisions of state and federal law.

#### **Approval of Overtime**

The principal or appropriate supervisor shall determine whether it is necessary for nonexempt employees to work overtime hours. Nonexempt employees shall be required to perform all overtime hours assigned to them by their supervisor. Overtime is to be preapproved except in cases of emergency, in which case it must be approved the next work day. Unapproved overtime shall be compensated, but employees may be disciplined for not following the guidelines above.

#### **Employees Working in Two or More Positions**

If nonexempt employee is employed for two or more different positions which have different rates of pay, the district will pay the employee overtime compensation based upon the weighted hourly rate.

#### **Compensatory Time Off**

Compensatory time shall not be used. However, this rule does not prevent the principal or appropriate supervisor from working with non-exempt employees to adjust daily hours worked in order to prevent overtime accumulation during the work week.

#### **Recordkeeping**

Accurate records shall be kept of hours worked by all nonexempt employees. The Accounting Manager shall institute a system of recordkeeping.