

Overtime Pay (Non-Exempt Employees)

Overtime Calculation

Nonexempt employees who exceed 40 hours of work time in a workweek will be compensated or receive compensatory time off at the rate of time and one half.

Paid leave, such as holiday, sick or vacation pay does not apply toward work time.

The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night.

The School District does not pay overtime based on the hours worked in a single day. Supervisors and employees have the ability to flex an employee's 40 hours within the work week according to district policies.

Procedure for Authorizing Overtime

Principals and department managers will have the authority to schedule and manage overtime with the allotted budget and within any policies adopted by the Bismarck Public Schools. A principal or department manager who anticipates a need for exceptional use of overtime should review the plan with their direct supervisor prior to assigning overtime hours.

The principal or appropriate supervisor and the employee must complete the Support Staff Overtime/Comp Time Request form prior to working overtime. After the overtime is worked they must complete the Support Staff Overtime/Comp Time Approval form. The approval form must be sent to the Payroll Department by 10:00 a.m. the Tuesday after the end of the pay period in order for the employee's pay to be processed by the next pay day.

The completion of these forms requires the employee to determine if he/she will be compensated for overtime hours or take compensatory time. The method of compensation should be determined prior to accrual whenever possible. All compensatory time hours must be logged and tracked through the District's payroll system. Employee cannot have over 40 hours of compensatory time. All compensatory time must be used within 60 work days. Compensatory time not used by August 31 each year will be paid out.