

## **P4023 OVERTIME AND OVERTIME PAY FOR CLASSIFIED STAFF**

### **BOARD POLICY:**

**For classified employees placed on ranges A through Jc and K through Z of the Classified Salary Schedules who are nonexempt employees from Fair Labor Standards Act (FLSA), overtime work is considered to be that which is performed in excess of 40 hours per week with the advance approval of their immediate supervisors.**

Administrative Implemental Procedures:

1. For overtime and overtime pay, all classified employees placed on Ranges A through Jc of the Classified Salary Schedule fall under the negotiated agreement between the Board of Education and Service Employees International Union.
2. All classified employees placed on Ranges K through Z of the Classified Salary Schedule are subject to 29 USC 201, et seq. (Fair Labor Standards Act), and the applicable administrative rules and regulations as may, from time to time, be set forth or amended. This policy shall be administered pursuant to said law and administrative rules and regulations, as construed by the Human Resources Division.
3. Employees who are required to be on duty on holidays observed by the Board will receive pay as set forth in the negotiated agreement.
4. A “call back” to duty after a scheduled shift shall be considered not less than two hours work performed.
5. In cases of major emergency work, designated employees will be paid according to the stipulations set forth in the policy entitled “Major Emergency Work”.

Administrative Responsibility: Human Resources

Latest Revision Date: November 2019

Previous Revision Date: June 2011 P4023