

P4505 OVERTIME AND OVERTIME PAY (K-Z)

BOARD POLICY:

For classified employees placed on ranges K through Z of the Classified Salary Schedule 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. 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 promulgated or amended. This policy shall be administered pursuant to said law and administrative rules and regulations, as construed by the Human Resources Division.
2. According to the provisions of FLSA and the Administrative Regulations promulgated by the United States Secretary of Labor thereunder, numerous classified employees placed on Ranges K through Z are exempt from any extra pay for overtime regardless of the number of hours worked.
3. No nonexempt FLSA classified employee placed on Ranges K through Z shall work more than 40 hours per week without the prior approval of his/her supervisor.
4. If prior approval has been given to a nonexempt FLSA employee by his/her immediate supervisor to work more than 40 hours in any work week, the employee shall receive additional pay at one and one-half times his/her regular hourly rate for each hour worked in excess of 40 hours.
5. Supervisors are responsible for planning work assignments and should inform the employee at least one day in advance when overtime is required, unless an emergency situation occurs, and in the emergency situation an attempt should be made to inform the employee as soon as possible.
6. Nonexempt FLSA classified employees placed on Ranges K through Z will have pay deducted for any work week in which hours reported are less than 40 hours, unless a temporary leave or vacation request has been submitted and approved. If no leave balances are available, then pay shall be deducted.
7. Nonexempt FLSA classified employees placed on Ranges K through Z and work less than 260 days per year will be paid as an hourly employee and will be considered eligible for overtime.

Administrative Responsibility: Human Resources

Latest Revision Date: June 2011

Previous Revision Date: September 2001