

SECTION: CLASSIFIED
EMPLOYEES

TITLE: OVERTIME

ADOPTED: **April 18, 2001**

REVISED:

CALIFORNIA AREA SCHOOL DISTRICT

	530 OVERTIME
1. Purpose	In order to ensure compliance with applicable federal law regarding payment of overtime, and to ensure consistent treatment of all employees subject to such policy and law, the following guidelines are established.
2. Guidelines	<p>In accordance with the Fair Labor Standards Act and this policy or applicable Collective Bargaining Agreement, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employees as follows:</p> <p>Overtime accrues only when the non-exempt employee performs work within the same job classification; when employees at their option agree to perform occasional or sporadic work within a different job classification, then such hours shall not qualify for overtime.</p> <p>No overtime shall be scheduled or worked without the prior approval of the immediate supervisor.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved by the immediate supervisor for time worked in excess of forty hours per week.</p> <p><u>Workweek</u></p> <p>For the purposes of this policy, a workweek will be defined as the continuous period of 168 hours in the form of seven consecutive 24-hour periods which begins at 12:01 a.m. each Sunday for all employees. Each workweek stands alone for the purpose of determining overtime pay for covered employees.</p>

	<p>Any conflict between this policy and applicable Bargaining Agreements shall be reported to the Board when such conflict arises.</p>
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