

SUPPORT STAFF OVERTIME COMPENSATION

Permanent full-time employees will be paid overtime wages at a rate of one and one-half times normal compensation for work performed in excess of forty (40) hours in a work week, subject to the following provisions:

1. Overtime pay is to be authorized only by the superintendent or designee and cleared through the business office.
2. Overtime pay will be paid only on the excess of forty (40) hours worked within a given week beginning Saturday at midnight through the following Saturday at midnight.
3. Compensatory time may be taken in lieu of overtime pay on a limited bases with agreement between the employee and their immediate supervisor.

Overtime pay for support staff employees must be approved in advance by the superintendent.