

**SOUTHEASTERN
GREENE
SCHOOL DISTRICT**

SECTION: **SUPPORT EMPLOYEES**

TITLE: **OVERTIME/ADDITIONAL
HOURS**

ADOPTED:

REVISED:

<p>1. Purpose</p> <p>2. Guidelines 29 U.S.C. Sec. 201 et seq</p>	<p style="text-align: center;">530. OVERTIME/ADDITIONAL HOURS</p> <p>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.</p> <p>In accordance with the Fair Labor Standards Act and this policy or applicable collective bargaining agreement or compensation plan, overtime shall be paid for work in excess of the established workday or workweek for each grade of support employees.</p> <p>At various times, overtime may be needed to carry out necessary or emergency work in the district. All overtime must have prior approval from the Superintendent. No overtime should be documented by business office personnel on time sheets without the proper overtime form being completed and signed by the Superintendent. All overtime shall be charged to the proper code when paid by the business office.</p> <p>Any additional hours that are worked beyond the normal working schedule, including extra help being brought in, must be approved by the Superintendent.</p> <p>If an emergency develops and extra time is needed and the Superintendent is out of the district, the Superintendent’s designee may give approval. The designee will inform the Superintendent upon his/her return.</p> <p>Overtime and additional hours can be scheduled and paid only when previously authorized by the Superintendent or Board.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of the normal workweek established for each class of employee.</p>
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