

## **Code No. 412.2 CLASSIFIED EMPLOYEE WAGE AND OVERTIME COMPENSATION**

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. This compensation is in the form of overtime pay. Overtime will not be permitted without authorization of the superintendent.

Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

It is the responsibility of the board secretary to maintain wage records.

Legal Reference:

*Garcia v. San Antonio Metropolitan Transit Authority* , 469 U.S. 528 (1985).

29 U.S.C. §§ 206 et seq. (1994).

29 C.F.R. Pt. 511-800 (2003).

Cross Reference:

411.3 Classified Employee Contracts

412.1 Classified Employee Compensation

**First Reading: July 18, 2018**      **Second Reading: August 20, 2018**