

<b>Menno School District</b>	<b>NEPN Code: GDBB</b>
<b>Policy Manual</b>	

## **SUPPORT STAFF SUPPLEMENTARY PAY PLANS**

Support staff employees will be paid over-time wages for work performed in excess of 40 hours in a workweek.

In counting hours for the purpose of allowing overtime work and pay, supervisors will consider sick leave, vacation time, and holidays as time worked.

The necessity for overtime will be determined in advance by the employee's supervisor and approved by the Superintendent. Overtime also may be authorized to cover an emergency situation.

### **SPECIAL COMPENSATION**

When an employee's assignment requires extra responsibility, the Board, upon recommendation of the Superintendent, may award extra compensation to a support staff employee.

Legal References:

Adopted: 7-13-09

Revised: