

**HOURS AND OVERTIME**  
**(NON-UNION)**

- A. Hours worked shall be determined according to the Fair Labor Standards Act. Hours for which an employee is compensated for any type of leave, but during which he/she does not actually work, shall not be computed as “worked hours” for the purposes of determining overtime eligibility.
- B. Only work performed during an employee’s regularly scheduled work day, and those that are approved in advance by the employee’s supervisor shall be considered paid time. Prior authorization to work overtime or in addition to the employee’s normal hours must be in writing.
- C. In most circumstances, overtime shall be compensated at 1.5 times the employee’s regular rate of pay.
- D. Individuals covered by this policy are required to complete a daily time record showing actual hours worked that is in accordance with the district’s procedures for the classification of work being completed. Failure to maintain or falsification of such records may be grounds for disciplinary action.
- E. The Board shall provide a reasonable break time for an employee to express breast milk for her nursing child for one (1) year after the child’s birth each time such employee has need to express the milk. The Board shall provide such employees a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk. Such employees, if they are paid at an hourly rate, shall not be compensated for using break time pursuant to this paragraph.