

NON-UNION SUPPORT STAFF HOURS AND OVERTIME

This policy shall apply only to those Board of Education employees who are not represented by a collective bargaining unit.

1. 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. Hours for which an employee is compensated for Paid Holidays, but during which he/she does not actually work, shall be computed as “worked hours” for the purposes of determining overtime eligibility.
2. 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 provided by the employee’s supervisor or an administrator.
3. Individuals covered by this policy are required to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.
4. Monetary compensation shall be at the rate of one and one-half (1-1/2) times the employee’s regular hourly wage for work in excess of forty (40) hours per week. A rate of two (2) times the employee’s regular hourly wage shall be paid for all hours worked on Sundays and holidays.
5. 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.