

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.
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 in writing.
3. 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.
4. Two (2) fifteen (15) minute relief periods are permitted to be taken within an eight (8) hour shift.
5. The Board may grant compensatory time in lieu of overtime. A non-union support staff member electing to take compensatory time off shall have prior approval of such accrued time by his/her immediate supervisor. Notice of the use of compensatory time shall be given not less than two (2) days prior to the anticipated leave where possible.

Such compensatory time shall be accrued and granted at time and one-half (1-1/2 X) for all overtime hours worked.

Compensatory time shall be taken within three hundred sixty (360) days following the time the overtime was worked.