

### **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. 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. 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.
5. In most circumstances, overtime shall be compensated at 1.5 times the employee’s regular rate of pay. However, individuals who work more than 40 hours during any work week may be awarded compensatory time off up to a maximum of 240 hours. Compensatory time off (“comp time”) will be awarded at the rate of 1.5 hours per one hour overtime worked. If the employee requests comp time in lieu of pay for overtime, the decision to grant or deny the request shall rest with the Superintendent or designee. If comp time is offered by the Superintendent or designee, the employee may refuse time off and instead be compensated at 1.5 times their regular rate of pay.
  - A. Efforts will be made to permit the use of comp time at the time mutually agreed upon by the individual and his/her supervisor; however, where the individual’s absence would unduly disrupt the District’s operations, the District retains the right to postpone comp time usage.
  - B. Individuals with unused comp time who are terminated or who terminate their employment will be paid for unused comp time at a rate of compensation not less than:

- 1) the average regular rate received by the employee during the last three years of his/her employment, or
- 2) the final regular rate received by the employee, whichever is higher.