**Policy Guide**

**Policy No.** 530  
**Section** CLASSIFIED EMPLOYEES  

**Title** OVERTIME

**Adopted** AUGUST 21, 1989  
**Revised** JUNE 27, 2000

| POLICY NO. 530  
OVERTIME |
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<td><strong>1. Purpose</strong></td>
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<td><strong>2. Authority</strong></td>
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| **3. Guidelines** | No overtime shall be scheduled or worked without the prior approval of the immediate supervisor and final approval by the Director of Fiscal Services or his/her designee.  
Overtime will be paid at the rate of time and one-half the regular rate of pay when proper authorization has been obtained for time worked in excess of eight (8) hours per diem or forty (40) hours per week. |

Fair Labor Standards Act  
29 U.S.C. SC 201 et seq

29 C.F.R. Sec. 531-800
POLICY NO. 530
OVERTIME

For purposes of computing overtime, credit shall be given only for hours worked as recorded in the District records and as provided by law.