

Policy No. 530

Section CLASSIFIED EMPLOYEES

Title OVERTIME

Adopted AUGUST 21, 1989

Revised JUNE 27, 2000

# Policy Guide

<b>POLICY NO. 530 OVERTIME</b>		
1. Purpose	In order to ensure compliance with applicable federal law regarding payment of overtime, and to ensure consistent treatment of all employees subject to such policy and law, the following guidelines are established.	Fair Labor Standards Act 29 U.S.C. SC 201 et seq
2. Authority	In accordance with the Fair Labor Standards Act and this policy, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employee <b>in accordance with the applicable collective bargaining unit contract.</b>	29 C.F.R. Sec. 531-800
3. Guidelines	No overtime shall be scheduled or worked without the prior approval of the immediate supervisor <b>and final approval by the Director of Fiscal Services or his/her designee.</b>  Overtime will be paid at the rate of time and one-half the regular rate of pay when <b>proper authorization has been obtained</b> for time worked in excess of eight (8) hours per diem or forty (40) hours per week.	
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For purposes of computing overtime, credit shall be given only for hours worked as recorded in the District records and as provided by law.