530. OVERTIME

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.

2. Guidelines

In accordance with the Fair Labor Standards Act and this policy or applicable collective bargaining agreement, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employees as follows.

No overtime shall be scheduled or worked without the prior approval of the immediate supervisor.

Overtime will be paid at the rate of time and one-half the regular rate of pay when approved by the Superintendent for time worked in excess of forty hours per week.

The District may also use compensatory time off at the premium rate of one and one-half hours for each hour of accrued overtime work, or a combination of cash payment and compensatory time off, as determined by the immediate supervisor through a written notice prior to the assignment of the overtime work. Such compensatory time off will be scheduled within a reasonable time after a request by the employee.

For purposes of computing overtime, credit shall be given only for hours worked as recorded in District records and as provided by law. Time off for holidays, sick leave, personal leave, or vacation will be included when computing overtime.

Workweek

For the purposes of this policy, a workweek will be defined as the continuous period of 168 hours in the form of seven consecutive 24-hour periods which begins at 12:01 a.m. each Sunday for all employees. Each workweek stands alone for the purpose of determining overtime pay for covered employees.
<table>
<thead>
<tr>
<th>Fair Labor Standards Act</th>
<th>Any conflict between this policy and applicable collective bargaining agreements shall be reported to the Board when such conflict arises.</th>
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<tbody>
<tr>
<td>29 U.S.C. SC 201 et seq</td>
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<tr>
<td>29 C.F.R. Sec. 531-800</td>
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