



## Policy 5810 – Compensatory Time and Overtime/Classified Employees

Classified employees who work more than 40 hours in a given work week may receive overtime pay of one and one-half times the normal hourly rate unless the District and the employee agree to the provision of compensation time at a rate of one and one-half times all hours worked in excess of 40 hours in any work week. No overtime is authorized for any classified employee without the specific approval of the Superintendent, except as the Superintendent shall otherwise prescribe.

A classified employee may not volunteer work time in an assignment similar to his or her regular work without pay.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

A general notice from the Department of Labor explaining the Fair Labor Standards Act, as prescribed by the Department's Wage and Hour Division, will be posted prominently where it can be readily seen by employees and applicants and shall either be distributed to each new employee upon hiring or will be included in employee handbooks. No notification of rights under the Fair Labor Standards Act or related regulations should be construed to alter any applicable at-will employment relationship between the District and an employee.

**[NOTE: Please be advised that comp time is not required. If a district adopts a comp time policy, there are basically two types of employees: 1) Those who are covered before the policy was adopted need to be treated on a case-by-case basis, and the agreement to allow comp time must be entered into before the work is performed; and 2) Those hired after the policy is in place.]**

### Legal References:

| Legal References     | Description                                          |
|----------------------|------------------------------------------------------|
| 29 CFR § 516.4       | Records to be Kept by Employers - Posting of Notices |
| 29 USC § 201 et seq. | The Fair Labor Standards Act of 1985                 |

### Cross References

| Code | Description    |
|------|----------------|
| 5210 | <u>Workday</u> |



**Preston School District #201**  
**Section 5000 - Personnel**

Adopted:

Revised:

Reviewed: