

# **413.02 Support Staff Wage and Overtime Compensation**

Friday, August 11, 2023

## **SUPPORT STAFF WAGE AND OVERTIME COMPENSATION**

The normal work week for all full-time classified employees shall be a 40 hour work week. The time worked by part-time classified employees shall be determined by the superintendent of schools. The beginning and ending time each day will be arranged by the immediate supervisor with the approval of the superintendent of schools. Overtime must receive prior approval of the superintendent of schools or his or her designee. Overtime, in excess of 40 hours per week, will be paid at time and a half of the regularly scheduled rate.

Classified employees will turn in time cards or work sheets as designated by the superintendent of schools. The employees shall be responsible for the accuracy of information on the time card/sheets and the immediate supervisors shall be responsible for verifying these cards/sheets by signature and for submitting these time cards/sheets to the office of the superintendent of schools at a time designated by the superintendent of schools.

It is the responsibility of the superintendent or designee to maintain wage records.

Legal Reference:

29 U.S.C. §§ 206 et seq. (1994).

29 C.F.R. Pt. 778 (1968).

Cross Reference:

412.03 Support Staff Contracts