

<b>Category:</b>  <b>7000 PERSONNEL</b>	<b>Policy Number:</b>  <b>7307</b>
<b>Policy Title:</b>  <b>Overtime Hours</b>	<b>Effective Date:</b>  <b>January 20, 2017</b>

This district will follow all requirements set forth in the Fair Labor Standards Act (FLSA). Employees covered by the FLSA will be identified and compensated for overtime hours (classified employees who work in excess of forty [40] hours a week) in accordance with this policy.

This school district will give time off in lieu of overtime hours worked when the employee has prior written approval from his or her immediate supervisor and reports the additional hours at the end of the payroll period. Compensation for overtime hours (with prior approval of the administrator), must be taken within the week of the overtime.

Overtime hours are not paid for classified salaried personnel. Classified salaried personnel are those persons whose primary responsibilities are involved in the supervision of other employees. The following positions have been determined to be exempt from Fair Labor Standards Act (FLSA) overtime regulations: Business Manager, District Secretary/Board Clerk, Maintenance Supervisor, Bus Route Supervisor, School Lunch Supervisor, District Mechanic, and Technology Specialists. All other classified personnel are hourly wage employees and are subject to compensation for overtime hours.

**LEGAL REFERENCE: Idaho Code Section 44-1502 and Idaho Code Section 44-1504**

**Reference: Policy 7380, "Working Hours"**  
**Procedure 7380p, "Working Hours"**  
**Procedure 7307p, "Overtime Hours"**  
**Form: Employee Absence Form**

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**Approval and Reporting of Overtime Hours**

A non-certificated employee will be allowed to work overtime hours only upon the *written* approval of his or her immediate supervisor. The employee must submit verification of the additional hours worked to the payroll clerk at the end of each payroll period in which the additional hours were worked. Prior to the overtime being worked, the employee must agree *in writing* if he/she will be receiving comp time. This can be done by filling out an Employee Absence Form and noting that leave will be taken as compensation for overtime. This form must be submitted to the employee’s immediate supervisor for approval prior to working the overtime. Compensation for overtime hours (with prior approval of the administrator), must be taken within the week of the overtime.

The district will not compensate employees for additional hours worked if the employee fails to obtain written approval from their immediate supervisor and fails to report the additional hours at the end of the payroll period.

**LEGAL REFERENCE: Idaho Code Section 44-1502 and Idaho Code Section 44-1504**

**Reference: Policy 7380, “Working Hours”  
Procedure 7380p, “Working Hours”  
Form: Employee Absence Form**