

Policy Number: PER 004	Title: Over Time Policy
Performance Standard:	Original Date: 8/2006
USD 418 BOE Policy: GCRD	Policy Council Approval/Revision: 8/2006 2/2018 BOE Approval: 2/2018

POLICY:

All efforts will be made to avoid overtime hours. Staff time may be flexed to adjust for overtime hours. This procedure applies only to staff to adjust for overtime hours. This procedure applies only to staff members who are on wage or hourly pay scales, and does not apply to salaried staff. Any time not claimed by the end of the year will be lost to the employee in June.

PROCEDURE:

1. In the event an employee must work over 40 hours in one week, the employee should obtain permission from the Head Start Director and the employee's direct supervisor to have overtime pre-approved.
2. In the event an employee must work over 40 hours in one week, the employee should obtain permission from the Head Start Director and the employee's direct supervisor to adjust their work day later in the week so as not to exceed 40 hours for the week.
3. If an employee works more than 40 hours during a workweek, that person may receive compensatory time rather than overtime pay. The rate of compensatory time shall be one and one-half hours for each hour of overtime worked. Compensatory time as a compensation method shall be mutually agreed on between the employee and the supervisor and approved by the Head Start Director before the work is performed.
4. An employee with accrued compensatory time may elect to use such time in the event of an emergency school closing for the time he/she would otherwise be expected to work. An employee shall be permitted to accrue up to 80 hours of compensatory time during a school fiscal year. All compensatory time must be accumulated and utilized within the school fiscal year of July 1 through June 30.