

St. Maries Joint School District No. 41 will not pay for overtime (when an employee works in an excess of forty (40) hours in a given work week), unless prior authorization has been granted by the employee's immediate supervisor.

On occasion, an employee may work in excess of forty (40) hours (such as driving a school bus during inclement weather) and the proper supervisory notification cannot be met. Under those special circumstances, each situation will be reviewed on a case-by-case basis.

Compensatory time is any time approved and granted in lieu of pay whenever a covered employee works in excess of forty (40) hours in a given work week.

The District will allow compensatory time for full-time employees at the rate of time-and-one-half, if during the work period, the employee has actual hours of work in excess of forty (40) hours each week and prior approval of the employee's immediate supervisor has been granted when considering such compensatory time. Otherwise, such compensatory time will be allowed on an hour-for-hour basis.

All compensatory time must be requested no later than the fourteenth (14th) of each month; or six (6) working days prior to the twentieth (20th) of each month. This will allow for accurate payroll processing, as well as enough time for the employee to use the compensatory time within the same payroll period. Any additional hours of work reported after the fourteenth (14th) of each month will not be granted as compensatory time, but instead paid as actual wages.

Policy Cross Reference:

Legal Reference:

Policy History:

Adopted: 08/28/1985
Amended: 01/12/1987