

Classification of Positions

The Superintendent or designee shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

Exempt

The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District’s attention, through the District’s complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

Nonexempt

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

Workweek Defined

For purposes of FLSA compliance, the workweek for auxiliary employees shall begin at 12:00 a.m. Monday and end at 11:59 p.m. Sunday. The workweek for paraprofessional employees shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. Saturday.

Overtime Compensation

All overtime must have prior approval by the appropriate administrator. Supervisors of nonexempt employees shall ensure there is an agreement or an understanding with employees working approved overtime regarding the form of compensation (pay or compensatory time) prior to the performance of the work occasioning the overtime duty.

Compensatory Time

At the District’s option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Accrual

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of compensatory time, the District shall require the employee to use the compensatory time, or at the District’s option, the District shall pay the employee for the compensatory time.

Use

An employee shall ordinarily use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the time shall be carried over until the following December and must be scheduled, or, at the District's option, the employee shall receive overtime pay.

An employee may use compensatory time in accordance with the District's leave policies if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.