

## **COMPENSATORY TIME AND OVERTIME COMPENSATION PROCEDURES**

### **Covered Employees**

All classified employees, except those employed in exempt positions, are covered by this procedure.

### **Work Schedules**

All non-exempt employees should be scheduled to work forty (40) hours or less per week within the normally established workweek of midnight Sunday to midnight to following Sunday.

### **Lunch Breaks**

Non-exempt employees may be given a minimum thirty (30) minute duty-free unpaid lunch break that should be coordinated with the employee's work schedule and principal or department supervisor.

1. Employees must receive approval from their principal or department supervisor before working through their lunch break.
2. If required to work during their lunch break, employees will be paid or receive comp time.

### **Overtime Authorization**

1. All overtime must be authorized by the employee's principal or department supervisor.
2. Authorized overtime should be divided as equally as possible among employees in the same classification category within a school or department.

### **Emergency Overtime for Maintenance or Technology Personnel**

1. Overtime during an emergency situation will normally be pre-approved.
  - a. If prior approval is not possible, short-term emergency work will be done as required.
  - b. Emergency work time shall be reviewed by the principal or department supervisor and reported to the Superintendent/designee as soon as possible, but not later than the next working day.
2. If a District employee is called to work during an emergency situation, he/she shall be compensated as follows:

- a. not less than one (1) hour, if the time needed to respond does not exceed an hour; or
  - b. the actual time worked if the time exceeds one (1) hour.
3. After an emergency, the department supervisor shall, to the extent possible, rearrange the employee's schedule so that he/she does not exceed forty (40) hours of work during the workweek.

### **Documenting Overtime**

1. Overtime and the reasons for such must be logged through the electronic timekeeping system.
2. The employee and his/her principal or department supervisor must approve compensatory time through the electronic timekeeping acknowledging that the work hours set forth are true and accurate.
3. Failure to maintain accurate logs or falsification of such logs will be grounds for disciplinary action.
4. No principal or department supervisor shall knowingly allow an employee to work unreported overtime to avoid overtime payments.

### **Compensatory (Comp) Time for Overtime**

As a general rule, the Bonneville Joint School District No. 93 will compensate for overtime hours worked in the form of compensatory time.

#### Comp Time Calculation

1. Non-exempt employees shall be granted comp time at a rate of one and one-half (1½) times the actual time worked in excess of forty (40) hours during a single workweek as recorded on the employee's timecard.
2. Holidays, vacation, sick leave, emergency leave, and other hours paid, but not worked, are not considered to be hours worked for the purpose of comp time or overtime calculation.

#### Accrual and Use of Comp Time

1. Employees will accrue comp time through the electronic timekeeping system.
2. Up to thirty (30) hours of comp time (20 overtime hours x 1.5) may be accrued.

Payment for Comp Time

1. Any authorized comp time exceeding thirty (30) hours shall be processed and paid by the payroll department on a monthly basis.
2. Any comp time not used by June 30 of each year shall be processed and paid by the payroll department on July payroll.

**Overtime Pay**

1. Based on hours logged in the electronic timekeeping system, non-exempt employees who have accumulated more than thirty (30) hours of approved comp time are entitled to overtime pay at the rate of one and one-half (1½) times their regular hourly rate for any time worked in excess of forty (40) hours in a single workweek.
2. For those employees who work for the District in two (2) or more jobs with different pay rates, the overtime hours shall be distributed to each position based on the percentage of time worked in each position during a single workweek and shall be paid at the rate of one and one-half (1½) times the regular hourly pay for each position as distributed.

**Early Dismissal**

In the event of superintendent authorized early dismissal, benefitted employees will be compensated up to their regularly scheduled hours. If actual hours worked extend beyond an employee's scheduled hours on early dismissal days, the employee will be compensated for actual hours worked.