



"To Build Knowledge and Skills for Success Today and Tomorrow"

File: GDBB

SUPPORT AND PROFESSIONAL/TECHNICAL STAFF OVERTIME COMPENSATION

Hourly employees will be paid overtime wages at a rate of one and one-half times normal compensation for work performed in excess of forty (40) hours in a work week, subject to the following provisions:

1. Overtime pay is to be authorized only by the superintendent or designee and cleared through the business office.
2. Overtime pay will be paid only on the excess of forty (40) hours worked per week.
3. Employees who are required to work on a scheduled holiday shall have the option of receiving overtime pay or taking a different day off. The date for the alternative holiday must be approved by the immediate supervisor.

Revised July 2013
Revised July 9, 2012
Reviewed January 13, 2009
Revised July 10, 2006
Revised July 14, 2003, July 8, 2002
June 22, 1993, Adopted July 14, 1986