

Finance Policy #621 Overtime Pay and Compensatory Time

Purpose:

Compensation is a carefully organized plan that must be followed closely or serious consequences can occur. Salary and benefits, days and hours worked are carefully structured. It is imperative they are followed.

Guidelines:

- Staff members are employed for specific days and hours.
- Overtime is not approved unless requested and approved through the CEO.
- Staff members are encouraged to complete their tasks in the given time frame and not remain at work after the normal work hours.
- Any compensatory time awarded will be in compliance of the Fair Labor Standards Act.
- The agreement of the need for compensatory time must occur prior to the performance of work.
- Approval through the CEO must be obtained prior to the performance of the work.
- Compensatory time must be submitted on a weekly basis for review by the CEO.
- Compensatory time should not be calculated to offset the normal use of sick leave time or personal time when absent.
- Lunchtime is a mandatory break during the day under the standards and hours requirements.
- Staff should not ask to work through lunch to accumulate time to be taken at some other time or to defray their use of sick leave.

Delegation of Responsibility:

The CEO is responsible to ensure this policy is followed and must approve any deviation from the traditional hours and days plan for compensation.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.