

OVERTIME

Calculation of overtime hours and compensation shall be consistent with the Fair Labor Standards Act and the employee's Collective Bargaining Agreement.

Overtime for eligible employees must be requested through the "Timesheet Approval Form." No overtime shall be worked until receipt of an approved form is obtained by the employee. Written approval by the Director, Human Resource Director, School Business Official and District Superintendent will be required on the associated form.

Adopted March 11, 2015