

# HORTONVILLE AREA SCHOOL DISTRICT

**Title:** Overtime Pay

**Date Adopted:** 6/22/98

**Policy No.** 10053

**Date Revised:** 6/24/08

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**Policy Statement:**

The Hortonville Area School District shall administer employee overtime pay in accordance with State and Federal regulations, and the provisions of current Board/employee agreements.

**Rationale:** State and federal regulations.

**Scope:** District-wide

**Responsibility:** All Administrators and the Business Office

**Implementation:**

All paid overtime must be pre-approved by the appropriate supervising administrator. Salary exempt employees are not eligible for paid overtime due to their roles and responsibilities.

In the event of an "emergency" in which an administrator is not present, employees may work overtime without pre-approval in order to handle the emergency. In emergency situations as described, overtime hours will be approved after the fact.

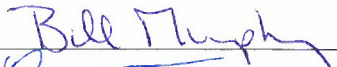
Compensation for overtime will be made to employees consistent with State and Federal guidelines. Currently, those standards allow employees to receive compensation in one of two ways:

1. Payment at time and one-half the employee's regular rate of pay for all hours worked in excess of forty (40) hours per week. The Fair Labor Standards requires overtime pay only for hours actually worked over forty (40) in the work week. For example, payment for sick days, holidays, etc. does not count toward hours worked.
2. In lieu of overtime pay, employees may choose to receive compensation time. Compensation time is also provided at a rate of one and one-half hours of compensation time for each overtime hour worked.

Any accumulated compensation time must be logged by the supervising administrator and the employee. Requests to use earned compensation time must be pre-approved.

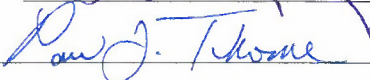
**Associated Information:** State and Federal regulations

President



Date 6/24/08

Clerk



Date 6/24/08