

OVERTIME

Overtime is defined to include any time required to be worked in excess of eight hours in any one day and in excess of 40 hours in any calendar week. If the Board establishes a workday of less than eight hours but seven hours or more and a workweek of less than 40 hours but 35 hours or more for all of its classified positions or for certain classes of classified positions, all time worked in excess of the established workday and workweek shall be deemed to be overtime.

The foregoing provisions do not apply to:

1. Classified positions for which a workday of fewer than seven hours and a workweek of fewer than 35 hours has been established,
2. Positions for which a workday of eight hours and a workweek of 40 hours has been established, but in which positions employees are temporarily assigned to work fewer than eight hours per day or 40 hours per week when such reduction in hours is necessary to avoid layoffs for lack of work or lack of funds and the consent of the majority of affected employees to such reduction in hours has been first obtained.

For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the employee.

When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the District.

An employee having an average workday of less than four hours during a workweek shall, for any work required to be performed on the seventh day following the commencement of his or her workweek, be compensated for at a rate equal to 1 ½ times the regular rate of pay of the employee designated and authorized to perform the work.

Overtime or Compensatory Time Reporting:

The Overtime or Compensatory Time Ledger (available online) must be completed before compensatory time is earned, used, or paid. The supervisor or administrator must indicate “approval” prior to earning, using, or receiving pay for hours earned.

On a monthly basis (from the 15th of the respective month through the 14th of the following month) and using the calculation table on the Ledger, employees will

calculate hours earned, used as comp time off, or paid. This table will reflect Carry Forward Hours from the previous month or hours to carry to the following month, if applicable.

If pay is requested, the employee will submit the Ledger, with all signatures, to Payroll by the 15th of the respective month. If compensation time off is requested, the Ledger, with all signatures, will be submitted to Payroll by the 15th of the respective month. Employees will keep a copy of ledger for their own records so that an accurate carry forward balance of hours can be maintained.

It shall be the responsibility of the supervisor or administrator to ensure Overtime or Compensatory Time Ledgers are turned into Payroll meeting the above deadline.

Comp time balances shall be reflected on every classified employee's monthly pay warrant.

Persons serving in supervisory, administrative, or executive positions shall be excluded from these procedures regarding overtime.

Reference: Educ. Code Section 88027; 88028; 88029; 88030; CSEA Master Agreement, Article 7; California Department of Industrial Relations, Section 3 through 12 of Industrial Wage Commission Wage Order.

Approved: December 8, 2009

Revised: April 4, 2019