

# ST. MARYS AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: OVERTIME

ADOPTED: November 8, 2010

REVISED:

330. OVERTIME	
1. Authority	<p>In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Board adopts this policy.</p>
43 P.S. Sec. 333.104 29 U.S.C. Sec. 207	<p>In accordance with federal and state law and this policy, applicable collective bargaining agreement or individual contract, overtime shall be paid for work in excess of the established workday or workweek for each classification of support employees.</p> <p>Overtime accrues only when a nonexempt employee performs work within the same job classification. When employees at their option agree to perform occasional or sporadic work within a different job classification, then such hours shall not qualify for overtime.</p> <p>No overtime shall be scheduled or worked without prior approval of the immediate supervisor.</p>
43 P.S. Sec. 333.104 29 U.S.C. Sec. 207	<p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of the normal workday or the normal workweek established for each class of employee.</p>
29 U.S.C. Sec. 207	<p>The district may use compensatory time off at the premium rate of one and one-half hours for each hour of accrued overtime work, or a combination of cash payment and compensatory time. Compensatory time shall be scheduled within a reasonable time after the overtime was worked.</p> <p>For purposes of computing overtime, credit shall be given only for hours worked, as recorded in district records and provided by law. Time off for holidays, sick leave, personal leave, vacation, and unpaid leave will not be included when computing overtime.</p>

Any conflict between this policy and applicable collective bargaining agreement or individual contract shall be reported promptly to the Board.

References:

Department of Labor and Industry Regulations – 34 PA Code Sec. 231.41, 231.42, 231.43

Minimum Wage Act – 43 P.S. Sec. 333.101 et seq.

Fair Labor Standards Act – 29 U.S.C. Sec. 201 et seq.

Overtime Compensation, Title 29, Code of Federal Regulations – 29 CFR Part 778