

BOARD POLICY

Descriptive Code: GBA(2)

**FAIR LABOR STANDARDS OR
OVERTIME/COMPENSATORY PAY**

Date: July 24, 2007

The Columbia County Board of Education shall enforce employment policies and procedures ensuring compliance with the Fair Labor Standards Act of 1938, as amended, Title 29 United States Code. This policy will identify exempt/non-exempt positions and establish guidelines for authorization and payment of required overtime compensation.

Exempt/Non-exempt Employees

All job titles/positions existing or are created in the Columbia County School System shall be designated as "exempt" or "non-exempt" (as those terms are used under the Fair Labor Standards Act of 1938, as amended).

The regular 40-hour workweek covers a seven-day period, Monday through Sunday, from 12:01 a.m. Monday morning through 12 midnight on the following Sunday, for 168 consecutive hours. All non-exempt employees of the Board of Education who work more than their maximum number of "straight time" hours (as that term is used in the Fair Labor Standards Act of 1939, as amended in the workweek shall be compensated for the overtime work. Non-exempt employees are prohibited from working more than 40 hours in a normal workweek except in cases where overtime work has been approved in accordance with the guidelines established under this policy. Non-exempt employees are not allowed by law to waive their rights to overtime compensation and are only permitted to "volunteer" to perform job functions outside of their normal duties consistent with federal law and as permitted by CCBOE administrative procedure.

It shall be the responsibility of both the employee and the employee's immediate supervisor(s) to ensure that non-exempt employees do not work beyond the normal 40-hour workweek except in cases where advance approval for overtime is granted or approved emergency overtime is allowed. Failure to adhere to these guidelines could result in disciplinary action being taken against employees and supervisors who violate this requirement.

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PAY

Overtime Work and Pay

Overtime work shall be authorized only for eligible employees when required by operation necessity and without which the normal operation of the department or school cannot continue.

There are no provisions for overtime compensation or compensatory time for exempt personnel whose duties may require occasional work beyond the eight-hour day. Overtime pay for school-based employees must be approved by the Principal. Department Heads may request overtime in advance for his/her department staff from his/her immediate supervisor (the Superintendent, **Deputy Superintendent**, or Associate Superintendents).

Emergency overtime may be authorized by the principal or supervisor during emergency circumstances that do not afford time for the principal or supervisor to contact the **Deputy Superintendent**, Associate Superintendent, or Superintendent for clearance. Such circumstances when the safety or well being of students or employees is at stake may be handled at the discretion of the principal or supervisor. Reasonable judgment shall be used by the principal or supervisor in approving emergency overtime related to vandalism and securing the building or essential maintenance such as power outages, water or heat problems. Other emergency overtime situations might involve the failure of the main computer systems.

The employee and his or her immediate supervisor are responsible for properly documenting overtime worked, and the principal or supervisor is responsible for verifying overtime worked.

PROCEDURE: YES

ADOPTED: 3/28/95

REVISED: 3/14/96, 10/01/97, 6/13/01, 8/10/99, 6/13/06.

Columbia County Board of Education