

**OVERTIME PAY**

**Purpose:**

Any FLSA non-exempt full-time employee who works over 40 regular hours in a single workweek shall be entitled to overtime pay.

**Administration:**

- A. The rate of pay shall consist of the employee's applicable regular rate of pay, at their current pay level, plus half that amount equaling time and a half for hours over 40 worked.
- B. Any employee who works additional shifts to cover vacancies shall be paid accordingly.
- C. Employees shall not be permitted to accrue comp-time for the hours worked to cover overtime.
- D. Regular Full Time Shift Employees who work shift duty and works over their normal scheduled shift shall be entitled to unscheduled overtime pay.
- E. The rate of pay shall consist of the applicable regular hourly rate, at their current grade level, plus half that amount equaling time and a half and the additional State Training Program Incentive hourly rate for the unscheduled hours of work.
- F. Full-time employees who trade shifts, in accordance with FLSA, hours such employee worked as a substitute shall be excluded by the District in the calculation of hours for which the employee is entitled to overtime compensation.

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Chief's Signature

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Board Chairman Signature