

4253 Overtime Pay/Compensatory Time Off for Classified Employees

The district shall provide compensatory time off or cash payment for overtime work in accordance with law and board policy. Overtime is not paid to salaried employees who serve in exempt positions.

Overtime shall be considered any time worked over an 8-hour day or a 40-hour week and shall be compensated at time-and-one-half. If for all or certain classes of classified positions the established workday is less than eight hours but seven hours or more and the established work week is less than 40 hours but 35 hours or more, all time worked in excess of the established workday and work week shall be considered overtime. (Education Code 45128)

The district shall carefully keep records related to the accrual of overtime. Employees subject to overtime payment shall complete a daily record of time worked. Falsification of time records will result in disciplinary action against the employee and may subject him/her to civil and criminal penalties.

Employees have the option of receiving overtime compensation in the form of monetary wages or compensatory time off (CTO). CTO time off in lieu of overtime pay may be granted, at the discretion of the district, when requested by the employee pursuant to a written agreement entered into between the district and the employee before the work is performed (Education Code 45128-45129). CTO may be accrued up to a maximum of 40 hours.

Employees may use CTO within a reasonable period of the employee's request to do so, provided that this does not unduly disrupt district operations. The district shall make cash payments for CTO which has not been taken within 12 months of its accrual.

No overtime shall be allowed except as authorized by an employee's immediate supervisor.

Board Approved:

July 28, 2011

August 19, 2004

Effective Date: August 19, 2004