

SECTION: CLASSIFIED EMPLOYEES

TITLE: OVERTIME

ADOPTED: July 22, 2002

REVISED:

NEWPORT SCHOOL DISTRICT

	530. OVERTIME
1. Authority	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.
2. Guidelines	<p>In accordance with the Fair Labor Standards Act and this policy or applicable collective bargaining agreement, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified 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, such hours shall not qualify for overtime.</p> <p>No overtime shall be scheduled or worked without prior approval of the immediate supervisor.</p> <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 workweek established for each class of employee.</p> <p>For purposes of computing overtime, credit shall be given only for hours worked, as recorded in district records and provided by law.</p>