



Code No. 412.2

CLASSIFIED EMPLOYEE WAGE AND OVERTIME COMPENSATION

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than 40 hours in a given work week, the employee's overtime hours may be paid in either cash or compensatory time off at the employee's discretion. All overtime shall be paid at the rate of one and one-half (1 ½) times the straight time hourly rate or with compensatory time off at the rate of one and one-half hours (1 ½) hours of compensatory time off for each hour of overtime worked. Compensatory time off shall be in compliance with the Fair Labor Standards Act.

Overtime will not be permitted without prior authorization of the superintendent.

Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

It is the responsibility of the board secretary to maintain wage records.

Legal Reference: Garcia v. San Antonio Metropolitan Transit Authority, 469 U.S. 528 (1985). 29 U.S.C. §§ 206 et seq. (1988). 29 C.F.R. Pt. 511-800 (2002).

Cross Reference: 411.3 Classified Employee Contracts
412.1 Classified Employee Compensation

| **Approved:** May 1, 1997

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