## CLASSIFIED EMPLOYEE WAGE AND OVERTIME COMPENSATION

The board recognizes non-exempt employees should be compensated for approved hours over forty hours in a work week. This compensation shall be in the form of overtime pay.

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 federal minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. 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. §§ 2601 et seq. (2012). 29 C.F.R. Pt. 511 (2012).

Cross Reference: 411.3 Classified Employee Contracts

412.1 Classified Employee Compensation

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