

**Human Resources**

1 **AP 7234 OVERTIME**

2 **References:**

3 Education Code, Sections 88027, 88028, 88029, and 88030

4 Fair Labor Standards Act, 29 CFR, Part 541, Sections 541.102 and 541.301

5 Overtime service is voluntary for employees, except in cases of emergency as determined  
6 by the District.

7 **Classified Employees**

8 Overtime compensation provisions for classified employees will be established and  
9 maintained in the collective bargaining agreement. Provision for compensatory time off  
10 in lieu of payment for overtime will be established and maintained in the collective  
11 bargaining agreement.

12 **Confidential Employees**

13 Overtime

14 For confidential employees assigned to work an eight (8) hours per day/forty (40) hours  
15 per week schedule, overtime is defined to include any time authorized by the immediate  
16 manager to be worked in excess of eight (8) hours in any one and in excess of forty (40)  
17 hours in any calendar week. For employees assigned to work a nine (9) hours per  
18 day/eighty (80) hours per two-week work schedule, overtime is defined to include any  
19 time authorized by the immediate manager to be worked in excess of the required  
20 workday(s). For employees assigned to a ten (10) hours per day/four (4) days per  
21 calendar week, overtime is defined to include any time authorized by the immediate  
22 manager to be worked in excess of ten (10) hours in any one work day and in excess of  
23 forty (40) in any calendar week. Confidential employees will be compensated at the rate  
24 of one and one-half times his/her regular rate for overtime hours worked or granted  
25 compensatory time off.

26 Compensatory Time (Comp Time)

27 Confidential employees authorized by the immediate manager to take compensatory  
28 (comp) time off in lieu of paid compensation for authorized overtime must take the comp  
29 time off within twelve (12) months of having earned the comp time. Comp time off will be  
30 taken at a time mutually agreed to by the employee and the immediate manager. Comp  
31 time will be credited at the rate of one and one-half hours off for each overtime hour  
32 worked. If a confidential employee is not able to take the earned comp time off because  
33 of District needs, the confidential employee will then be compensated for the comp time  
34 earned.

35 For the purpose of computing the number of hours worked, time during which an  
36 employee is excused from work because of holidays, sick leave, vacation, compensatory  
37 time off, or other paid leave of absence shall be considered as time worked by the  
38 employee.

39 **Educational Administrators and Classified Managers**

40 Persons serving in administrative or executive positions shall be excluded from these  
41 procedures regarding overtime.

42 **Faculty**

43 Persons serving in faculty positions shall be excluded from these procedures regarding  
44 overtime.

45 **Other Employees**

46 All overtime service for other employees must be pre-authorized by the immediate  
47 manager.

48 Overtime for other employees is defined to include any time authorized by the immediate  
49 manager to be worked in excess of eight (8) hours in any one day and in excess of forty  
50 (40) hours in any calendar week.

51 Other employees shall be compensated at the rate of one and one-half times regular pay  
52 rate for overtime hours worked and will not be eligible to accrue compensatory time off.

53 Office of Primary Responsibility: Vice President, Human Resources

---

**Date Approved: December 10, 2008**

**Date Revised: April 22, 2019**

**Date Reviewed: May 15, 2019**

*(Replaces former Cerritos CCD Policies 7106 and 7306)*