

Human Resources

AP 7234 OVERTIME

References:

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

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

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

Classified Employees

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

Confidential Employees

Overtime

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

Compensatory Time (Comp Time)

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

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

Educational Administrators and Classified Managers

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

Faculty

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

Other Employees

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

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

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

Office of Primary Responsibility: Vice President, Human Resources

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