

Beyond Contracted Hours Guidelines

Prior approval must be obtained from the Superintendent or his/her designee for compensation to be awarded to non-exempt employees for hours worked beyond contracted hours. (Example: an employee contracted for seven (7) hours per day. If a supervisor needs the employee to work (1) extra hour per day for one week, the employee would work forty (40) hours during the week in question. This does not place the employee in an overtime situation, but does require compensation over and above the contractual agreement with the employee.)

Beyond Contracted Hours:

Because of the nature of the responsibilities of certain departments, hours worked beyond contracted hours for some non-exempt employees is occasionally necessary. Hours beyond contracted hours are not to be worked without prior authorization.

Prior Approval:

Prior approval for work beyond contracted hours for all non-exempt employees must be obtained at least five (5) days prior to the date when the work is scheduled to be performed. The only exception is for personnel responding to operational emergencies. Verbal approval from the superintendent or his/her designee must be obtained in emergency situations, with completed approval form to follow.

Compensatory Time Guidelines

Overtime:

Because of the nature of the responsibilities of certain departments, overtime for some non-exempt employees is occasionally necessary. Overtime is accrued only for emergencies or extra work requirements that exceed forty (40) hours per week. For the purposes of compliance with the Fair Labor Standards Act, the workweek for school employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. Overtime is not to be worked without prior authorization.

Overview:

Overtime compensation for non-exempt employees in excess of forty (40) hours per week will be compensated with time off at a rate of one and one-half (1.5) hours for each one hour of overtime worked.

Compensatory time may not be accumulated in excess of 30 hours (reflecting 20 overtime hours worked) in a pay period. Acquired compensatory time in any pay period must be used during that period, unless extenuating circumstances exist.

Prior approval for overtime work for all non-exempt employees must be obtained at least five (5) days prior to the date when the work is scheduled to be performed. The only exception is for school plant, maintenance, and transportation personnel responding to operational emergencies (necessary paperwork must follow).

**Patrick County Public Schools
Fair Labor Standards Act
Employee Classification**

Exempt:

Superintendent of Schools
Central Office Administrators
Principal
Assistant Principal
Teacher
Guidance Counselor
School Psychologist
Visiting Teacher
School Registered Nurse (RN)
Substitute Teacher with Teaching License
Librarian/Media Specialist
Technology/Data Management
Speech Therapist
Physical Therapist
Occupational Therapist
Clerk of the Board
Secretary to the Superintendent
Food Services Bookkeeper
Grant Writer
Assistant Transportation Director
Assistant Maintenance Director
Administrative Secretary (High School)
Accounting and Payroll

Non-Exempt:

Bus Driver/Bus Aide/Car Driver
Bus Mechanic
Food Services Worker
Food Services Manager
Head Custodian
Custodian
Maintenance Worker
Tutor who is not in the exempt status
Coach who is not in the exempt status
Ticket Taker who is not in the exempt status
Score Keeper/P.A. Announcer/Clock Operator who is not in the exempt status
Paraprofessional: Instructional and Clerical Aides, Technology Coordinators, Secretary, and Bookkeeper