

CLASSIFIED PERSONNEL

Compensation and Related Benefits--Overtime Pay

All classified employees shall be provided overtime pay at the rate of one and one half times the employee's regular rate of pay for all authorized work performed in excess of the established full time workday and workweek, and for all work performed on Saturday and/or Sunday (when not part of the regular five-day workweek assignment). The earning of overtime shall be in compliance with Fair Labor Standards Act requirements when applicable to the position.

All classified employees required to work on any Office of Education recognized holiday shall receive pay at the rate of one and one half times the employee's regular rate of pay, in addition to the employee's regular pay, for all hours worked on a said holiday.

At the employer's option, classified employees may be required to take compensatory time off in lieu of overtime pay for any hours worked. The employee may request compensatory time off in lieu of overtime payment and may be granted such time off with the approval of the employee's supervisor. Compensatory time off shall be granted at the same rate as the overtime which it replaces.

Compensatory time off which is not taken within the fiscal year during which it was earned shall be paid in cash at the appropriate overtime rate, and at the employee's rate of pay at the time payment is made. Said payment shall be made twice yearly, on June 10 and December 10 supplemental payrolls.

At no time shall overtime be accrued in excess of ninety (90) hours. Any overtime in excess of ninety hours shall be paid to the employee during the pay period in which it was earned.

Any employee called into work on a day when the employee is not previously scheduled to work shall receive a minimum of one (1) hour compensation regardless of the time spent on the job. This first hour minimum, and all other hours worked, if any, shall be subject to overtime rates if the specifications noted above are met.

Legal Reference

- EDUCATION CODE
- 45127 Workweek
- 45128 Overtime
- 45129 Compensatory time off
- 45130 Exclusion from overtime provisions
- 45131 Overtime; length of workday
- 45132 Four-consecutive-day workweek
- FAIR LABOR STANDARDS ACT

Policy

Adopted: October 16, 1991

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**HUMBOLDT COUNTY OFFICE OF EDUCATION
Eureka, California**