

# Non-exempt Employees Who Work Beyond Their Scheduled Hours

**Principals' Meeting  
November 26, 2008**

# **Non-exempt employees:**

- **must obtain authorization prior to working beyond their scheduled hours, and agree to the form of compensation prior to the work being started.**
- **are not allowed to “work off the clock” or “volunteer” to work beyond their scheduled hours without authorization and compensation – this includes taking work home.**
- **should not begin work early (more than a few minutes) or stay late (more than a few minutes) unless specifically authorized by an appropriate administrator.**

# Non-exempt employees:

- are not allowed to “average out” one week’s overtime or comp time in the following work week. Each work week stands alone.
- are to be compensated (pay or comp time) hour for hour up to 40 hours in a work week, and at time-and-one-half their regular rate of pay for all hours worked over 40 in a work-week.
- who work beyond their scheduled hours without prior authorization **MUST** be compensated. They will be disciplined if they continue working without prior authorization.

# **Non-exempt employees:**

- **should be offered comp time whenever possible to avoid budget shortfalls. Administrators may deny requests for working beyond scheduled hours.**
- **should use accrued comp time within a reasonable amount of time (preferably within the next pay period) before the end of the school/fiscal year. Unused comp time will be paid to the employee at the end of the school/fiscal year.**
- **will see their accrued comp time on their pay stubs and on leave usage reports available to administrators.**

# **Non-exempt employees:**

- **are entitled to a duty-free lunch and two breaks daily.**
- **are to use their work time to complete required work, and inform their supervisor if there is more work than the time in which to complete it.**