

### **Employee Work Week - Classified**

The work week for classified employees will be seven consecutive calendar days beginning at 12:00 a.m. on Saturday and ending at 11:59 p.m. on Friday.

When deemed necessary by the district, work days or work hours may be adjusted for any employee by the immediate supervisor.

Regardless of adjustments in an employee's work days or work hours, if district required work time exceeds 40 hours in one work week, (eight hours per day for bus drivers) such excess work time will be compensated at the rate of time and one-half.

Such compensation will be in the form of additional (overtime) pay or compensatory time, as agreed upon by the employee and immediate supervisor in advance of the work. If there is no advance agreement, compensation will be in the form of additional (overtime) pay.

Prior approval of the immediate supervisor is required before any overtime or compensatory time is accrued.

Overtime must be recorded on a District Time Sheet, signed by the immediate supervisor, and submitted promptly to the district payroll accountant.

Use of compensation time will be agreed upon in advance by the employee and immediate supervisor.

The immediate supervisor will be responsible for maintaining records of compensation time accrual and use for each classified employee.

All compensatory time must be used by June 30 of the fiscal year in which it is earned. Any exception to this must be requested by the immediate supervisor and approved in advance by the superintendent or designee. If approved, compensation time remaining on June 30 will be paid at the employee's regular rate.