

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: NON-PROFESSIONAL
EMPLOYEES

TITLE: OVERTIME

ADOPTED: March 10, 1997

REVISED:

	<p style="text-align: center;">530. OVERTIME</p> <p>1. Purpose In order to ensure compliance with applicable federal law regarding payment of overtime, and to ensure consistent treatment of all employees subject to such policy and law, the following guidelines are established.</p> <p>2. Guidelines In accordance with the Fair Labor Standards Act and this policy or applicable collective bargaining agreement, overtime shall be paid for work in excess of the established workday or workweek for each grade of non-professional employees as follows.</p> <p>Overtime accrues only when the non-exempt employee performs work within the same job classification; when employees at their option agree to perform occasional or sporadic work within a different job classification, then such hours shall not qualify for overtime.</p> <p>No overtime shall be scheduled or worked without the prior approval of the immediate supervisor.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved by the Superintendent for time worked in excess of the normal work day or work week which is established for each class of employees.</p> <p>The District may also use compensatory time off at the premium rate of one and one-half hours for each hour of accrued overtime work.</p> <p>For purposes of computing overtime, credit shall be given only for hours worked as recorded in district records and as provided by law. Time off for holidays and vacation will not be included when computing overtime.</p> <p>Any conflict between this policy and applicable collective bargaining agreements shall be reported to the Board when such conflict arises.</p>
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