

OVERTIME

WORKDAY AND WORKWEEK

- A. The maximum number of hours of regular employment of an employee is eight (8) hours a day and forty (40) hours a week. However, the Board of Trustees may employ persons for lesser periods and may, through authorized administrators, order and authorize employees to work in excess of eight (8) hours in one day or forty (40) hours in one week. (ECS 13590.1)
- B. The Board of Trustees may establish a ten (10) hour per day, forty (40) hour, four-consecutive-day workweek for all, or certain classes of its employees pursuant to the Education Code. (ECS 13590.6)

OVERTIME DEFINED

- A. Overtime is ordered and authorized working time in excess of eight (8) hours in one day or forty (40) hours in one calendar week. No one shall order or authorize overtime unless it is compensable as provided below.
- B. In determining the eligibility of an employee to receive the prescribed overtime rate, the number of hours "worked" by an employee shall include, in addition to actual hours worked, time during which the employee is excused from (and is paid for) holidays, sick leave, vacation, or any other paid leave of absence.

COMPENSATION FOR OVERTIME

- A. The workweek of a classified employee shall be forty (40) hours, normally in five consecutive working days. The workday shall be eight (8) hours. An employee who works authorized overtime shall be paid at a rate equal to one and one-half times the employee's regular rate of pay for the overtime worked.
- B. Employees having an average workday of four (4) hours or more during the regular workweek shall be compensated at the standard overtime rate for any work performed on the sixth or seventh day. Employees having an average workday of less than four (4) hours during the regular workweek shall be compensated at the standard overtime rate for any work performed on the seventh day. (ECS 13590.5)

CALL-BACK OVERTIME

Call-back overtime is overtime performed by an employee called back after normal working hours to perform a task not previously scheduled. An employee performing call-back overtime shall receive credit for not less than two hours of such overtime each time he is called back even if less service is performed.

OVERTIME PROCEDURES

Overtime shall be called only when, in the opinion of the immediate supervisor, an emergency exists requiring the use of regular employees beyond the normal workday or it is a more efficient use of

district funds to hire experienced regular personnel at the higher rate for short periods than to call for extra outside help.

Ongoing tasks which, in the opinion of the supervisor, do not require talents of regular personnel shall not be considered for overtime assignments. Any such assignment which can be anticipated in advance shall be handled by the regular personnel on duty or by the hiring of extra part-time casual employees.

An employee shall not be compensated for overtime worked which is not authorized by the immediate supervisor.