

OVERTIME COMPENSATION:

DEA-R1

Supervisors of nonexempt employees shall ensure an agreement or understanding with the employees regarding the form of compensation for overtime (cash or compensatory time off) prior to the performance of the work occasioning the overtime duty.

All overtime must be approved prior to the performance by the immediate supervisor. Failure to obtain approval may result in disciplinary action.

For contractual employees, additional work days beyond contract days must be requested by the supervisor in writing prior to the days being worked. Such requests shall be submitted to the superintendent. Failure to obtain written authorization from the superintendent may result in the denial of a supplemental pay statement for the days worked.