

**Rolling Hills Public Charter School**

**PERSONNEL**

**5810**

Compensatory Time and Overtime/Classified Employees

Classified employees who work more than forty (40) hours or the specified number of hours assigned in a given work week may receive overtime pay of one and one-half (1 1/2) times the normal hourly rate unless the Charter School and the employee agree to the provisions of compensatory time at a rate of one and one-half (1 1/2) times all hours worked in excess of forty (40) hours in any work week. No overtime is authorized for any classified employee without the specific prior approval of the Principal, except as the Principal shall otherwise prescribe.

A classified employee may not volunteer work time in an assignment similar to his or her regular work without pay.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

Legal Reference: 29 USC 201, et seq. Fair Labor Standards Act

Policy History:

Adopted on: 11/3/2011

Revised on: