



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007	OVERTIME AND COMPENSATORY TIME	IV-A
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PROCEDURES RELATED TO OVERTIME AND COMPENSATORY TIME

1. Overtime is defined as follows:

EMPLOYEE GROUP	CONDITION			
	Over 40 Hours/Week	Over 8 Hours/Day	Saturday	Sunday
Bus Drivers	Yes	Yes*	***	***
Custodians/Food Service Drivers/Warehouse Employees	Yes	Yes	Yes	Yes
Paraeducators	Yes	---	***	***
Food Service	Yes	Yes	***	***
Maintenance/Grounds Bus Mechanics	Yes	Yes	Yes**	Yes**
Administrative Assistants	No <i>(exempt)</i>			
Office Personnel	Yes	---	Yes	Yes
Professional/Technical Employees Positions classified as <u>non-exempt</u>	Yes	---	***	***
Positions classified as <u>exempt</u>	No			

* *If scheduled as an 8 hour per day driver*

** *If not normally scheduled to work Saturday and/or Sunday*

*** *Yes, when more than 40 hours per week are worked*

Executive, professional, and administrative employees (including all EEA bargaining unit employees) are exempt from these provisions. If you have questions about whether or not a particular position in the Professional-Technical Employee group is exempt, contact the appropriate Human Resources Analyst (7025) for clarification.

2. Compensatory time/overtime shall be taken or compensated at time-and-one-half.
3. Compensatory time/overtime may only be accrued when pre-approved by the supervisor, i.e., the supervisor must either require overtime work or the employee must specifically request overtime work and the supervisor must approve or disapprove it. It should only be approved for a specified day or days and to a specified limit. Further, a supervisor's awareness that an employee is working overtime is considered the same as that supervisor's approval for overtime work.
4. Employees coming in early, working through breaks and/or lunch or leaving late must be told not to do so. Again, if they are allowed to persist in these practices, the district is liable for overtime.
5. No more than 240 hours of compensatory time may be accrued at any one time. The scheduling of compensatory time off should be requested by the employee and must be approved or disapproved by the supervisor.
6. Overtime should be paid during the pay period in which it is earned where possible.
7. Specific collective bargaining agreements and memoranda of understanding should be consulted for further clarification.

It is recommended that each supervisor develop a system of tracking overtime so monitoring may take place. The current law is quite strict (Federal Fair Labor Standards Act, RCW 49.46, and WAC 296-128), and the district may be audited for compliance at any time. Please insure that these practices are followed for all covered employees.

Employees in overtime-eligible positions may incur a liability for overtime in a variety of situations, e.g., travel time or training time. Questions regarding the application of wage and hour laws to specific situations should be referred to the appropriate Human Resources Director.