

Salinas Union High School District

COMP TIME/OVERTIME FOR CONFIDENTIAL PERSONNEL

Extra Pay For Extra Work (Overtime)

Overtime is defined as any time worked in excess of eight (8) hours per day in a five (5) day workweek or ten (10) hours per day in a four (4) day workweek, or forty (40) hours in either workweek. The overtime rate of compensation shall be time and one-half (1-1/2) the regular rate of pay the employee designated and authorized to perform the overtime work. Overtime work shall be authorized and assigned to an employee by his/her immediate manager prior to its performance.

Employees having an average workday of four (4) hours or more during a workweek shall be compensated at the overtime rate beginning with the sixth (6th) consecutive day of duty in the workweek. Employees whose average workday is less than four (4) hours shall be compensated at the overtime rate for any work required to be performed on the seventh (7th) consecutive day of the workweek.

Double time shall be paid for all overtime hours in excess of eight (8) when an employee has been called back or called in on an overtime basis for reasons of an unusual nature determined by the immediate manager.

Employees who are called back to work after completing their regular workday or who are called in to work on a day for which they are not regularly required to work shall receive a minimum of two (2) hours pay at the appropriate rate.

Compensatory Time Off

Compensatory time off at the overtime rate of time and one-half (1-1/2) for each hour of overtime worked may be taken in lieu of payment upon written request by the employee. Compensatory time off is subject to prior approval of the immediate manager. Such time off in lieu of overtime payment shall be taken within one (1) calendar year from the date upon which it was earned.

If compensatory time has not been authorized to be taken within twelve (12) months of the date on which it was earned, the employee shall be paid in cash for such time at the appropriate overtime rate based on the employee's rate of pay at the time it was earned. If an employee is terminated, compensatory time earned shall be paid in cash.

Employees who work a four (4) day, ten (10) hours per day, forty (40) hour workweek, shall be compensated at the overtime rate for hours worked in excess of ten (10) in any one day or any hours worked beginning with the fifth (5th) consecutive day of the workweek.

Employees required to work on a District designated holiday shall be compensated at their regular rate of pay for the day worked plus the overtime rate of pay.

Salinas Union High School District

Confidential Management Personnel

Policy # 4352

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Legal Reference:

EDUCATION CODE

45113 Rules and regulations for classified service in Districts not incorporating the merit system

45127 Workweek

45128 Overtime

45129 Compensatory time off

45131 Overtime: length of workday

45132 Four consecutive day work

GOVERNMENT CODE

18021.5 Compensation for overtime

Policy adopted: 11/24/81

Renumbered from 4343: 2/3/92