

**BOARD POLICY
CLASSIFIED PERSONNEL OVERTIME PAY**

CODE: GCRD

Overtime is defined as time worked beyond the defined 40-hour work week (Saturday through Friday) including emergency or planned overtime. The forty (40) hours are defined as actual hours worked and do not include hours or days for which the employee was paid for leave time such as sick leave, personal leave and annual leave.

Employees are not to perform overtime work or direct that overtime work be performed without the express written authorization of the Executive Director or his or her designee. Cases involving approval for overtime compensation shall be the result of emergency situations, limited timelines or when additional responsibilities are assigned individuals on a temporary basis. Compensation will be reimbursed at one and one-half the employee's regular rate of pay or compensatory leave at the same rate. Violation of this policy concerning prior approval for overtime work may result in disciplinary action against the employee, up to and including termination.

All classified employees who are considered "non-exempt" under the Fair Labor Standards Act (FLSA) and are legally entitled to compensation for overtime work as provided by law and in accordance with this policy shall comply with any requirements of the District for documenting time actually worked and shall be responsible for insuring the accuracy of such records.

An organization renting school facilities shall be informed that they will be obligated to pay and personnel costs incurred by the District pursuant to the renting of school facilities, including payment of hourly personnel costs and overtime compensation.

Employees shall be informed of the requirements of this policy on an annual basis. The Executive Director is authorized to develop and implement regulations to carry out this policy.

State Reference	Description
O.C.G.A 34-01-0006	Employer obligation to provide time for women to express breast milk for infant child
O.C.G.A 34-04-0001	Georgia Minimum Wage law - short title
O.C.G.A 34-04-0003	Minimum wage amount
O.C.G.A 34-04-0003.1	Wages and employment benefits by local government entities
O.C.G.A 34-04-0005	Employer's records of hours worked by and wages paid to employees
O.C.G.A 34-04-0006	Action to recover difference where employee paid less than minimum wage
Federal Reference	Description
29 CFR Part 778	FLSA Regulations - Overtime Compensation
29 USC 0207	Reasonable break time for nursing mothers
29 USC 206	Minimum wage
29 USC 207(r)	Maximum hours
29 USC 213	Fair Labor Standards - Exemptions

Adopted: August 23, 2017