

# Edmore School District Policies

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**Recommended**

**Descriptor Code: DCB**

## **OVERTIME AND COMPENSATORY TIME**

All classified employees shall be considered subject to the minimum wage and overtime provisions of state and federal law unless specifically shown to be exempt.

### **Overtime Restrictions**

Non-exempt employees are restricted from working more than 40 hours a week without prior written permission from the **Superintendent**. Non-exempt employees who work more than 40 hours a week without authorization are subject to disciplinary action up to and including discharge.

The **Superintendent** shall determine whether it is necessary for non-exempt employees to work overtime hours. Non-exempt employees shall be required to perform all overtime hours assigned to them. Supervisors are charged with ensuring that employees do not work overtime hours except as assigned. Failure to enforce this requirement may result in discipline of the supervisor.

### **Recordkeeping**

Accurate records shall be kept of hours worked by all classified employees. The **Business Manager** shall institute a system of recordkeeping.

### **Compensation**

Overtime hours will be compensated in accordance with the Fair Labor Standards Act and the North Dakota Department of Labor Regulations.

Employees will be reimbursed with overtime compensation in accordance with law for all overtime worked. Employees shall be notified of this arrangement before performance of overtime work.

If an employee is employed for two or more different positions which have different rates of pay, the District will pay the employee overtime compensation based upon the weighted hourly rate or may enter into an agreement with the employee before the work is performed to pay overtime at the overtime rate of pay for the actual work performed after the first forty hours of work in that work week.

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### Complementary Documents

- DCB-E, Compensatory Time Off Law

**End of Edmore Policy DCB .....Adopted: 3/7/2013**