

CLASSIFIED STAFF SUPPLEMENTARY PAY PLANS

The Board of Education recognizes that it may occasionally be necessary for classified staff persons to work more than forty (40) hours during a given work week. Whenever such overtime situations occur, the following provisions will be applicable to classified staff persons employed in other than supervisory positions:

1. For purposes of this policy hours worked means all hours during which the individual is required to be on duty – generally from the required starting time to normal quitting time.
 - a. Meal periods don not count as hours worked unless the individual is required to perform work duties during the meal period.
 - b. Break periods of twenty (20) minutes or less do count as work time.
2. Individuals who begin work earlier or work later than their assigned hours must receive prior authorization from their immediate supervisor.
3. All hours over 40 will be counted time and a half.
4. Supervisor will periodically check validity of hours worked.

CROSS REFS.: KG, Community Use of School Facilities

LEGAL REFS.: Fair labor Standards Act:
OR 124-18; 3319.086