

## 2.05 Additional Hours and Overtime - Approval and Assignment

A. Approval: In order for an employee to work beyond his or her contract hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/immediate supervisors are unavailable and such pre-approval may cause harm to students, staff, the community or District property.

B. Assignment: Non-emergency scheduled overtime assignments will be filled using volunteers first, with as much notice as possible, and if insufficient volunteers are found, the work will be assigned to a qualified employee(s) as determined by the District. If no one volunteers to perform the overtime, the District may assign the work on a rotating basis within the applicable job classification. Emergency overtime assignments shall be assigned at the discretion of the District.

C. Pay Rate for Overtime: Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. Time over forty (40) hours per week does not include sick, vacation, or personal leave time. The reason for overtime must be indicated on the employee's time card. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.

D. Pay Rate for "Out-of-Classification" Overtime: When overtime for an employee is a combination of hours worked in multiple pay rates or classifications with different rates, the overtime rate will be determined based upon a blended rate of all positions.

Position Rate A(\$) multiplied by number of hours = total pay A

Position Rate B(\$) multiplied by number of hours = total pay B

Total pay for A + B divided by the total hours worked is the blended rate

ALL hours over 40 are based on the blended rate multiplied by 1.5

### **7.05 Out-of-Classification Pay**

Any employee working in a higher paid classification shall receive the pay of that classification. Upon completion of the employee's assignment under the higher pay scale, the employee shall revert to his or her former classification and rate.

Should the total hours for work in both classifications result in overtime, the rate of pay shall be determined using a blended rate (Part III, Section 2.05 D).