

## Support Staff Supplementary Pay/Overtime

### Overtime

The administration will determine which school district employees are subject to the state minimum wage and overtime requirements of federal law. These non-exempt employees will be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

Alternatively, in lieu of overtime compensation non-exempt employees may receive compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required.

A determination as to whether overtime will be compensated by overtime pay or by compensatory time will be made prior to the performance of the work.

An employee will be permitted to use compensatory time within a reasonable period of time after making a request to the supervisor. Such requests will be granted if the use of the compensatory time does not unduly disrupt the operations of the school district.

A non-exempt employee may accrue no more than 240 hours of compensatory time in accordance with federal law unless the employee's supervisor gives advice that accrual of additional hours is allowed under the law.

All overtime work requires the advance approval of the employee's principal and/or other immediate supervisor. An effort must be made whenever possible not to schedule non-exempt employees for more than 40 hours per week.

All hours worked must be accurately recorded in the manner required by the employee's supervisor.

### Rates for supplementary services

District employees who put in extra hours to supervise and/or serve community groups using school facilities will be paid at the rate established by the Board for such contract services. Any supplementary pay will be in accordance with the greater of state or federal law.

Adopted: June 16, 1994

Revised: February 13, 2009

Revised by the superintendent: August 24, 2021

LEGAL REF.: Colo. Const. art. XVIII, § 15 (*state minimum wage rate*)  
29 U.S.C. §201 *et seq.* (*Fair Labor Standards Act*)  
29 C.F.R. Parts 510 to 794

CROSS REF.: KF, Community Use of School Facilities