

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 5.602(C)

Overtime & Compensatory Time

Overtime & Compensatory Time - Administrative Procedure

Overview:

The Board discourages overtime work by non-exempt employees. Employees will not work overtime without the express approval of their supervisor. Supervisors must monitor overtime on a weekly basis. Department supervisors must authorize in writing approval of additional hours as compensatory time prior to the performance of work. Compensatory time should be used within the work week in which it is earned. Any exceptions require Principal/Director approval.

Request for Compensatory Time:

With Proper approval, non-exempt employees who **work** over their normally scheduled time will be issued compensatory (comp) time. Comp time is not issued for weeks that are over normally scheduled hours due to sick leave, vacation days, or use of prior earned comp time. A maximum of 20 days per fiscal year will be enforced.

Procedures for requesting compensatory time are as follows:

1. Time should be adjusted to reduce any sick, vacation, or comp time used during the same week;
2. Time sheet should be printed and signed by the employee;
3. Time sheet should be signed by the Principal/Director with a note of comp time approval;
4. Time sheet is sent to the Payroll Department at SAB;
5. After proper approvals in Business and Human Resources, comp time is entered in Skyward for future use;
6. Comp time is determined based on the employee's work week schedule. Any time worked less than 40 hours accrues as straight time and any time worked over 40 hours accrues at time and a half;
7. Comp time is determined based on rounding the weekly hours worked to the nearest 15 minutes;
8. All compensatory time must be used prior to the end of the fiscal year in which it was earned and CANNOT be carried over. The fiscal year ends on June 30th of each year.

Request for Overtime Pay:

With Proper approval, non-exempt employees who **work** over their normally scheduled time in a department with budgeted overtime funds will be issued overtime pay instead of compensatory time. Overtime pay is not issued for weeks that are over normally scheduled hours due to sick leave, vacation days, or use of prior earned compensatory time.

Procedures for requesting overtime pay are as follows:

1. Time should be adjusted to reduce any sick, vacation, or comp time used during the same week;
2. Time sheets should be printed & signed by the employee;
3. A Pay Request Memo should be filled out and approved by Principal/Director and forwarded through the proper approval channel for the department;
4. Fully approved Pay Request Memo, along with time sheet should be sent to Payroll Department at SAB;
5. Overtime is determined based on a 40 hour work week. Any time worked less than 40 hours accrues as straight time and any time worked over 40 hours accrues at time and a half;
6. Overtime pay is determined based on rounding the weekly hours worked to the nearest 15 minutes;
7. Maintenance & Custodial overtime pay is handled automatically via the Skyward system and does not require a Pay Request Memo.