

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: OVERTIME

ADOPTED: March 23, 2015

REVISED: March 23, 2015

<p>1. Authority</p> <p>43 P.S. Sec. 333.104 29 U.S.C. Sec. 207</p> <p>43 P.S. Sec. 333.104 29 U.S.C. Sec. 207</p> <p>29 U.S.C. Sec. 207</p>	<p style="text-align: center;">330. OVERTIME</p> <p>In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Board adopts this policy.</p> <p>In accordance with federal and state law and this policy, applicable collective bargaining agreement or individual contract, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employees.</p> <p>No overtime shall be scheduled or worked without prior approval of the immediate supervisor. Employees are prohibited from voluntary accumulation of overtime by working beyond the stated work hours without prior permission.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of forty (40) hours per week (including the difference between the normal workweek and forty (40) hours) or as established in a collective bargaining agreement.</p> <p>A workweek is a period of 168 hours during seven (7) consecutive twenty-four-hour periods. It may begin on any day of the week and any hour of the day established by the employer.</p> <p>The district may use compensatory time off at the premium rate of one and one-half (1 ½) hours for each hour of accrued overtime work, or a combination of cash payment and compensatory time. Compensatory time shall be scheduled within a reasonable time after a request by the employee.</p> <p>For purposes of computing overtime, credit shall be given only for hours worked, as recorded in district records and provided by law.</p> <p>Any conflict between this policy and applicable collective bargaining agreements or individual contract shall be reported promptly to the Board.</p>
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<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee shall prepare and maintain administrative procedures which ensure proper notification of employees covered by the law and compliance with the required recordkeeping.</p> <p>References:</p> <p>Department of Labor and Industry Regulations – 34 PA Code Sec. 231.41, 231.42, 231.43</p> <p>Minimum Wage Act – 43 P.S. Sec. 333.101 et seq.</p> <p>Fair Labor Standards Act – 29 U.S.C. Sec. 201 et seq.</p> <p>Overtime Compensation, Title 29, Code of Federal Regulations – 29 CFR Part 778</p>
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