

## **DED Overtime**

### Overtime Requires Prior Approval

Overtime should only be approved for emergencies. Before overtime is recorded or overtime work is performed for the District, an hourly employee shall obtain written approval from the Building Principal or from the District Superintendent or Business Administrator authorizing the overtime. In case of an emergency, authorization is not required prior to doing any work that requires immediate action where delay would increase the damage or safety of facilities or people.

### Hourly Employee

An hourly employee is an employee who is paid on an hourly basis a certain sum each hour, for each hour or portion thereof worked.

### Overtime

Overtime is time worked during a week in excess of 40 hours per week for which the District pays at one and one half times the regular rate of pay for all hours over 40 hours in a work week.

### Holiday's

Generally holiday work is limited to emergencies that relate to maintenance and custodial employees at the school plant. Holidays published and observed by the District that would be generally considered time and a half compensation are:

Labor Day	Thanksgiving Day	Christmas Day	Memorial Day
New Year's Day	Pioneer Day	Independence Day	Jubilee Day

If an employee chooses to work any of the above holidays as a part of their normal 40 hour work week, the employee would not be entitled to receive time and a half pay. Time and a half pay for holiday work will only be authorized in the case of an emergency and must have proper supervisor approval.

### Compensatory Time

Compensatory time off in lieu of paid time and a half is allowable up to 24 hours per year.

### Regular Time

Regular time is the number of hours an employee is authorized to work during each week for which premium or overtime rates are not paid.

### Required Record

For each hourly employee of the District paid on an hourly basis, records shall be kept of time worked showing for each period of employment or shift, the time the employee actually began the employee's shift and the time the employee actually concluded employment for the shift.

An overtime form, for each approved overtime, signed by the employee and authorizing person, must accompany the employee time sheet for every pay period.

### Week

A week is defined as a period beginning at midnight between Friday night and Saturday morning and ending the next Friday midnight. The work week for employees who, must work evenings or over the weekend must be adjusted during the same "work week" by giving time off to the employees to offset the time worked in the evenings or over the weekend. Exceptions to the requirement to adjust time during the same "work week" are the 24 hour per year compensatory time allowance, time spent tending coal furnaces, as explained below, and emergencies that require immediate attention (i.e. broken water pipe or leaking roof).

### Coal Furnaces

Custodians will be paid at the rate of one and one half their regular hourly rate for the actual time spent tending and checking coal furnaces during the weekends. . This extra pay is not related to overtime rules, but is to compensate employees for tending coal furnaces on weekends.

Revised Date: March 2023

Kane County School District