

### Overtime

The federal Fair Labor Standards Act (“FLSA”) requires all employers, public and private, to pay one and a half times the hourly rate of pay for all work performed by eligible employees over forty hours in one week.

A non-exempt employee may not work overtime without the express approval of his or her supervisor. A supervisor must approve all overtime work in advance. Supervisory approval shall be documented and this documentation will be retained and utilized when reviewing timesheets and payroll. All supervisory personnel shall monitor overtime use on a biweekly basis and report such use to the superintendent or designee.

Accurate and complete timesheets of actual hours worked during the workweek must be signed by each employee, the supervisor and submitted to the business office. The business official shall review work records of employees on a regular basis to make an assessment of overtime use.