

SUPPORT STAFF SUPPLEMENTAL PAY PLANS

Support staff employees will be paid overtime wages for work performed in excess of 40 hours in a workweek.

In counting hours for the purpose of allowing overtime work and pay, supervisors will not consider sick leave, vacation time or holidays as time worked.

The necessity for overtime will be determined in advance by the employee's supervisor and approved by the superintendent. Overtime may also be authorized to cover an emergency situation. Employees that do not get prior approval to work overtime hours will be reprimanded by the superintendent and a copy of the written reprimand will be placed in the employee's personnel file.

For determining hours the following provisions for a 7-day workweek will be applied. A 7-day workweek for all non-certified employees commences at midnight 12:01 a.m. on Sunday and ends midnight 11:59 p.m. Saturday.

Adopted: August 17, 2005

Revised: January 11, 2012