

**UNIONVILLE-  
CHADDS FORD  
SCHOOL DISTRICT**

SECTION: EMPLOYEES

TITLE: OVERTIME/COMPENSATORY TIME

ADOPTED: October 20, 2014

REVISED:

<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/COMPENSATORY TIME</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 workweek for each classification of support employees.</p> <p>No overtime shall be scheduled or worked without prior approval of the immediate supervisor and/or department head.</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).</p> <p>For the purposes of this policy, a workweek will be defined as the continuous period of 168 hours in the form of seven (7) consecutive 24-hour periods which begins at 12:01 a.m. each Sunday for all employees. Each workweek stands alone for the purpose of determining overtime pay for covered employees.</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 agreement or individual contract shall be reported promptly to the Board.</p> <p><u>Compensatory Time</u></p> <p>The district may use compensatory time off at the premium rate of one and one-half hours for each hour of accrued overtime work, or a combination of cash payment and compensatory time.</p>
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The employee's supervisor and/or department head will approve all compensatory time, and the immediate supervisor shall provide written evidence that the employee earned the time, and ensure that the employee schedules compensatory time when due.

The employee's supervisor and/or department head will sign a timesheet to approve compensatory time earned and provide written verification that indicates the date and duration of compensatory time taken. This information will be forwarded to the Accounting Supervisor who will maintain compensatory time records for all employees.

Employees are required to take compensatory time within a reasonable period from when the compensatory time is earned. Requests for compensatory time beyond two (2) weeks when compensatory time is earned must be made in writing to the immediate supervisor and the Superintendent. The district retains the right to limit the approval for the use of compensatory time in any one building on any specific day. Compensatory time must be used no later than September 30<sup>th</sup> of each year. Supervisors must submit a written record of all unused compensatory time to the Accounting Supervisor no later than August 30<sup>th</sup> of each year. Employees will be paid for any unused compensatory time within four (4) weeks of the August 30<sup>th</sup> deadline.

An employee who terminates employment and who accrues compensatory time will be paid for unused compensatory time at the final regular rate received by the employee or the average regular rate during the last three (3) years of employment, whichever is higher.

References:

Department of Labor and Industry Regulations – 34 Pa. Code Sec. 231.41, 231.42, 231.43

Minimum Wage Act – 43 P.S. Sec. 333.101 et seq.

Fair Labor Standards Act – 29 U.S.C. Sec. 201 et seq.

Overtime Compensation, Title 29, Code of Federal Regulations – 29 CFR Part 778