

Overtime and/or Compensatory Time

To comply with the Fair Labor Standards Act and the laws and rules of the State of Washington, the following procedures shall be established:

- A. **Exempt or non-exempt status:** All certificated staff are exempt from the 40-hour work week. The district will determine the status of classified employees based upon the criteria established for defining executive (WAC 296-128-520) or professional (WAC 296-128-530) status and any additional FLSA standards.
- B. **Work week:** Seven consecutive 24-hour periods make up the work week. Staff members are entitled to 1-1/2 times the regular rate of pay for all hours worked in excess of 40 hours per week. A staff member may elect to take compensating "time off" (straight time) in lieu of overtime pay. Compensating "time off" shall be at the rate of 1-1/2 times the overtime hours worked or the staff member may accumulate up to 240 hours of compensating time at which time the staff member must either take compensating "time off" or receive pay for such excess hours. Staff members shall not perform any work during lunch periods or before or after work hours regardless of the voluntary nature of their work. Staff members who violate this regulation are subject to disciplinary action.
- C. **Meal periods:** Staff members shall not perform any duties during the employee's meal period.
- D. **Non-working time:** Time between shifts shall be free of responsibilities or obligations.
- E. **Records:** A record of compensatory time accrued must be documented on the Compensatory Time Record sheet. The Compensatory Time Record sheet shall be signed by both the supervisor and the employee and submitted with the monthly time sheet following any month in which compensatory time is accumulated and/or taken. Records must be kept for a minimum of three (3) years. A staff member's signature must appear on the monthly time sheet. U.S. Department of Labor posters must be posted at each site.