

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4253

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Overtime Pay/Compensatory Time Off

Overtime for a normal work week is all time worked (in units of one-quarter [$\frac{1}{4}$] hour or more) and ordered by the department head, which is in excess of 8 hours per day or 40 hours per week.

Overtime for an alternate work week schedule shall be all time worked (in units of one-quarter [$\frac{1}{4}$] hour or more) and ordered by the department head, which is in excess of the regularly scheduled work day or work week.

Non-exempt employees who work authorized overtime shall receive compensating time off at the rate of one and one-half ($1\frac{1}{2}$) times the overtime worked. The department head shall make every attempt to allow employees to use compensating time accumulated; however, in the event the accumulated compensating time exceeds 40 hours, or the department head approves waiver of the comp time provision, the employee shall be reimbursed at the rate of one and one-half ($1\frac{1}{2}$) times the regular pay rate of the employee for additional overtime worked, in accordance with the provisions of the Education Code, Fair Labor Standards Act and the Administrative Regulations.

All authorized hours worked, in excess of the regularly scheduled work day or work week, shall be at the overtime rate specified in Section 5232. For purposes of this section, hours worked shall include authorized sick leave, vacation, compensating time off and all legal and designated holidays. (E.C. 45128)

Exempt personnel, not normally paid overtime, may be granted administrative leave by the department head, not to exceed three (3) days at any one time.

Technology Services professional exempt employees shall be paid at straight time for call-back or overtime authorized in advance.

Employees exempt from overtime pay because of their management or professional status may be granted additional compensation on an hour for hour basis for work performed above and beyond their normal assignment, upon prior approval of the County Superintendent of Schools.

Changes in the overtime policies are being made to comply with the Fair Labor Standards Act. Should the Fair Labor Standards Act be revised or subsequently be determined not to apply to Public Education Agencies, the procedures and practices may be revised accordingly.