

CHAPTER 6.00 – HUMAN RESOURCES

OVERTIME – NONCERTIFIED PERSONNEL

6.87

It is the intent of the Daleville City Board of Education for its employees to perform the necessary tasks of their jobs during the regular designated work week. However, there may be certain circumstances, in the best interest of students and the school system, when emergencies would necessitate that certain employees work beyond their designated work week. However, the option to receive compensatory time rather than pay must be approved by the immediate supervisor and the Superintendent.

Overtime should always be requested by the immediate supervisor and approved by the Superintendent or a designated representative on the approved form for overtime. Verbal approval should be given by the immediate supervisor at the time the work is done; however, an immediate follow-up written request must be forwarded to the Superintendent for approval within one working day after the work has been performed. Overtime pay may be granted only to noncertified employees whose job titles or responsibilities indicate that the position is nonsupervisory.

Such compensatory time and/or overtime pay will be in full compliance with the Federal Fair Labor Standards Act.

Payment for overtime shall be made to the appropriate employee at the next regular pay period if submitted prior to the deadline for the pay period. No special checks shall be issued for payment of overtime.

Monthly reports showing overtime costs are to be included with the financial report to the Board.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-11-9, 16-12-3, FLSA**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: October 18, 2006
REVISION DATE(S): _____
FORMERLY: GALA**