



AP 7234 OVERTIME

References:

Education Code Sections 88027, 88028, 88029, and 88030

Overtime is defined to include any time required to be worked in excess of eight hours in any one day and in excess of 40 hours in any calendar week.

For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the employee.

When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the District. Overtime compensation is paid and compensatory time off is granted at a rate equal to 1½ times the regular rate of pay or number of hours worked.

An employee having an average workday of four hours or more during a workweek shall, for any work required to be performed on the sixth or seventh day following the commencement of his/her workweek, be compensated for at a rate equal to 1½ times the regular rate of pay of the employee designated and authorized to perform the work.

Persons serving in supervisory, administrative, or executive positions shall be excluded from these procedures regarding overtime.

Date Approved: March 25, 2016