

W AGE AND HOUR REGULATIONS FOR SERVICE PERSONNEL

- I. The employee is to accurately report on a record sheet the time worked regardless of the circumstances. Daily time sheets may be required by the employee's immediate supervisor.
- II. The employee will follow a work schedule established by his/her immediate supervisor. If the employee cannot finish the work in the time assigned, he must discuss the matter with his/her supervisor.
- III. Except in the cases of an emergency, the employee is not to exceed the number of hours indicated in his/her contract or assignment. When such an emergency occurs, the employee must describe the emergency on the back of the record sheet.
- IV. When an emergency that requires extra time occurs, the employee shall consult his/her immediate supervisor who shall determine if the employee is to work overtime, as appropriate. If the employee is to be credited with comp time, the following regulations shall apply:
 - A. Comp time shall accrue at the rate of one and one-half hours for every hour of overtime. If the employee does not exceed a 40-hour work week, comp time does not accrue in that week.
 - B. The employee will be permitted to use the accumulated comp time within a reasonable time of when it accrued. In no case shall comp time be carried forward for more than 30 calendar days.
 - C. No more than 45 hours of comp time shall be accumulated at any one time.
 - D. The employee will not be permitted to volunteer for the same type of work he is employed to do.
 - E. The employee shall not bring in non-employees to assist him/her without permission of his/her supervisor. The employee shall not count the work of volunteers or others as part of his/her employment period.

SOURCE: Board of Education Minutes

DATE: February 28, 1983 – June 21, 1999 – June 18, 2001

LEGAL REFERENCE: Fair Labor Standards Act, Section 7(o)

