

**All Personnel**

**Load Scheduling/Hours of Employment**

Exempt employees are not paid for overtime work except under extraordinary circumstances and with pre-approval. Approval of any such work by the Superintendent shall be in writing by the Board President or designee and subsequently ratified by the Board at its next regular meeting. Approval for employees other than the Superintendent shall be made in writing by the Superintendent or, if absent or unavailable, then by the Board President or designee, and subsequently ratified by the Board at its next regular meeting.

No more than five days of compensatory time shall be earned in one contract year by any exempt employee including the Superintendent. This shall be taken as compensated time off no later than the end of the following fiscal year. At no time shall any exempt employee accrue more than ten days of compensated time off.

Neither the Superintendent nor any other employee identified in BP 4313.1 may be compensated with other than compensatory time off for extra days worked. All compensated time off for each exempt employee shall to be recorded on a form that is provided by the District Office and made available the public for review.

Legal Reference:

UNITED STATES CODE, TITLE 29

201-216 Fair Labor Standards Act

Department of Labor Relations

CODE OF FEDERAL REGULATIONS, TITLE 29

511-800 Department of Labor Relations

EDUCATION CODE

45130 Exclusion from overtime provisions

COURT DECISIONS

Abshire v. County of Kern, 9th Cir. 1990, 908 F.2d 483