



Department: Human Resources  
Policy Number: HUM-A057  
Effective Date: 02/21/11

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### COMPENSATION FOR “OFF THE CLOCK WORK” FOR NON-EXEMPT (CLASSIFIED) EMPLOYEES

Non-exempt employees (referred to as classified or hourly) are paid on an hourly basis including overtime pay or paid compensation time. If an employee works over 40 hours in a week, the overtime or compensation time is paid at time and one-half. Non-exempt employees must report all hours worked, to include work that may take place away from their assigned work station. Deviations from an employee’s assigned schedule must be pre-approved by a supervisor. No one has the authority to allow or ask directly or indirectly any non-exempt employee to perform work for the school system “off the clock” without compensation being given. In all cases, all time worked by non-exempt employees must be recorded on the time record. Employees will be compensated for such time worked. There will be no retaliation against any employee for accurately reporting any authorized “off the clock” work.

#### Associated Documents:

None identified

#### Implementing Procedures:

[PAY-P007](#) Overtime/Compensatory Pay Procedure

[HUM-M001](#) Employee Handbook

[HUM-F059](#) Reporting “Off the Clock” Work Acknowledgement Form

#### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/3/09	IR	Initial Release
02/21/11	A	Changed and to “or” in first paragraph, second sentence. Changed next to last line by deleting “and will be compensated.” and adding new sentence “Employees will be compensated for such time worked.”
9/10/14	N/A	Reviewed, no changes

\*\*\* End of Policy \*\*\*