

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: OVERTIME

ADOPTED: November 18, 2004

REVISED: August 17, 2006

REVIEWED: October 16, 2025

1. Authority 2. Guidelines 29 U.S.C. Sec. 201 et seq	530. OVERTIME Authority In order to ensure compliance with applicable federal law regarding payment of overtime and consistent treatment of all employees subject to the law, the Joint Operating Committee adopts this policy. Guidelines In accordance with the Fair Labor Standards Act and this policy or applicable collective bargaining agreement, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employees. Overtime occurs only when the nonexempt employee performs work within the same job classification; when employees at their option agree to perform occasional or sporadic work within a different job classification, then such hours shall not qualify for overtime. No overtime shall be scheduled or worked without prior approval of the immediate supervisor. Overtime will be paid at the rate of time and one-half (½) the regular rate of pay when approved in advance for time worked in excess of forty (40) hours per week including the difference between the normal workweek and forty (40) hours. For purposes of computing overtime, credit shall be given only for hours worked, as recorded in school records and provided by law. Time off for holidays, sick leave, personal leave or vacation will not be included when computing overtime. Any conflict between this policy and an applicable collective bargaining agreement shall be reported promptly to the Joint Operating Committee. <u>Workweek</u> For the purposes of this policy, a workweek will be defined as the continuous period of 168 hours in the form of seven (7) consecutive twenty-four (24) hour periods which begins at 12:01 am each Sunday for all employees. Each workweek stands
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