

Human Resources

AP 7234 OVERTIME**References:**

Education Code Sections 88027, 88028, 88029, and 88030

Overtime

Overtime is defined to include any time required to be worked in excess of seven and one-half hours in any one day and/or in excess of 37.5 hours in any calendar week, unless a different schedule has been approved or negotiated. Overtime is subject to applicable collective bargaining agreements for represented employees.

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.

Compensatory Time

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.

An employee having an average workday of less than four hours during a workweek shall, for any work required to be performed on the seventh day following the commencement of his/her/their workweek, be compensated for at a rate equal to 1 1/2 times the regular rate of pay of the employee designated and authorized to perform the work.

General Provisions

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

Paid overtime must be directed by a supervisory or management employee. Funds for payment of overtime must come from within the unit's budget, unless other funds have been identified.

Submission of Overtime and/or Compensatory Time

- A. Upon determination of the necessity for paid overtime as approved by the supervisor, proper approvals will be obtained on the "Authorization for Overtime" Form.
- B. The employee will complete and submit a time card to the supervisor.
- C. Records of compensatory time accrual and use will be maintained by the appropriate supervisor, or manager.

Office of Primary Responsibility: Human Resources

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