

Support Staff Supplementary Pay/Overtime

Overtime

The administration will determine which school district employees are subject to the state minimum wage and overtime requirements of federal law. These non-exempt employees will be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

All overtime work requires the advance approval of the employee's principal and/or other immediate supervisor. An effort must be made whenever possible not to schedule non-exempt employees for more than 40 hours per week.

All hours worked must be accurately recorded in the manner required by the employee's supervisor.

Rates for supplementary services

District employees who put in extra hours to supervise and/or serve community groups using school facilities will be paid at the rate established by the Board for such contract services. Any supplementary pay will be in accordance with the greater of state or federal law.

Adopted: September 10, 2002
Amended: June 9, 2009
Amended: June 8, 2021
Revised: October 12, 2021

LEGAL REF.: Colo. Const. art. XVIII § 15 (*state minimum wage rate*)
29 U.S.C. §201 *et seq.* (*Fair Labor Standards Act*)
29 C.F.R. Parts 510 to 794

CROSS REF.: KF, Community Use of School Facilities