

## EMPLOYEES

### Series 400

Policy Title Classified Employee Wage and Overtime Compensation Code No. 412.02

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. This compensation is in the form of overtime pay or compensatory time. Overtime will not be permitted without prior authorization of the superintendent.

Each non-exempt employee paid on an hour-by-hour basis must clock in or complete a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

It is the responsibility of the board secretary to maintain wage records.

#### **Legal Reference:**

Garcia v. San Antonio Metropolitan Transit Authority, 469 U.S. 528 (1985).

29 U.S.C. §§ 2601 *et. seq.* (2012).

29 C.F.R. Pt. 511 (2012).

#### **Cross Reference:**

411.03 Classified Employee Contracts

412.01 Classified Employee Compensation

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