

SUPPORT STAFF SUPPLEMENTARY PAY PLANS

Overtime

Overtime must be approved in advance, except in the event of an emergency, by the Director of Human Resources and the Administrative Assistant Fiscal Management. Overtime will be compensated only after the required form has been submitted to the Director of Human Resources and approved.

The overtime policy of Sweetwater County School District Number One, State of Wyoming is in compliance with the provisions of the Fair Labor Standards Act of 1938, as amended, 29 U.S.C.A. § 201 et seq. Non-exempt employees who work more than forty (40) hours, including vacation, holiday, and sick time in one work week, be paid overtime at the rate of one and one-half times their regular hourly rate of pay. There is no prohibition against working in excess of eight (8) hours per day without payment of overtime as long as the forty (40) hour per work week maximum is not exceeded. Overtime earned in a particular work week is ordinarily paid on the regular pay day of the period in which the work is performed. However, if the amount of overtime cannot be determined during that period, payment may be delayed until the next pay period.

Non-exempt employees of the District are required to maintain daily and weekly documentation of the actual hours worked on a District-approved, time-reporting form. Verification of the reported hours is provided by Employee and Supervisor or Building Administrator signatures on the approved, time-reporting form.

The official work week of the District begins on Friday and continues for seven (7), consecutive days, and ends on Thursday. The workweek is a fixed and recurring period of one hundred sixty-eight (168) hours in seven (7), consecutive twenty-four (24) hour days. Each work week represents a discrete period for computation of overtime under this policy. Employees or Supervisors may not average two or more work weeks.

Compensatory Time In Lieu of Overtime

In place of overtime pay, nonexempt employees of the District may have the option, with the approval of the Director of Human Resources and the Administrative Assistant Fiscal Management, of receiving time off in lieu of overtime pay. This is known as compensatory time. Nonexempt employees receiving compensatory time shall receive one and one-half hours off for each hour of overtime worked.

Non-exempt employees of the District shall maintain daily and weekly documentation of the actual number of compensatory hours earned, used or compensated by payment on a District-approved, time reporting form. Verification of the compensatory hours is provided by Employee and Supervisor or Building Administrator signatures on the approved-time, reporting form.

Nonexempt employees who request accrued compensatory time off will be permitted by their Supervisor or Building Administrator to use the time within a reasonable period as long as the request for time off does not unduly disrupt District operations. Compensatory time shall be used before an eligible employee takes any vacation leave. Employees may be required to take compensatory time off whenever the Supervisor or Building Administrator determines it is necessary.

Unused, compensatory time shall be paid off as of June 30 of each year or when an employee terminates employment. The compensation rate for unused, compensatory time is computed using the employee's hourly compensation rate as of the date of accrual. The maximum number of hours of compensatory time an employee can accrue shall be limited by applicable law. 29 U.S.C.A. § 207(o).

Legal References: Fair Labor Standards Act of 1938

Adopted: 2/14/77

Revised: 3/13/96 6/14/04 9/22/08

School District #1, Sweetwater County, Wyoming