

**ADMINISTRATIVE GUIDELINES**

Special Services, Johnson County and Surrounding Schools

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**SERIES 500: PERSONNEL**

**Section 503: Non-Certified Personnel**

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**503.20 Overtime/ CompTime**

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**CompTime is granted to Non-Certified Staff in Employee Group G**

**Overtime is granted to Non-Certified Staff in Employee Groups A-F**

**(Refer to Policy 503.5 for definition of the Employee Groups)**

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Fair Labor Standards Act is a Federal statute of general application which establishes minimum wage, overtime pay, child labor and equal pay requirements that apply as provided in the Act (see CFR Part 778 Overtime Compensation).

SSJCSS designates the “Workweek” to mean the seven (7) day period of time beginning on MONDAY at 12:00 AM and continuing to the following SUNDAY at 11:59 PM. These procedures are applicable to overtime/ comp time as follows:

1. Non-Certified Personnel are to be compensated for overtime work that is previously approved and properly performed.
2. No overtime shall be worked without the prior approval of the staff member’s supervisor.
3. No overtime will be paid overtime (or be granted comp time) without the final approval of the Executive Director.

The Act does not generally require that an employee be paid overtime (or be granted comp time) for hours in excess of eight (8), or for work on Saturdays, Sundays, holidays or regular days of rest, as long as no more than the general 40 hours are not worked.

The Act takes a single workweek as its standard and does not permit averaging of hours over 2 or more weeks. The general rule is that overtime/comp time earned in a particular workweek must be paid/accrued on the regular pay day for the period in which such workweek ends.

1. The general overtime guidelines for those employees who were approved to work more than their scheduled workweek but less than 40 hours per week require that overtime/comp time must be paid/accrued at an hourly rate.

2. The general overtime guidelines for those employees who were approved to work more than 40 hours per week require that overtime/comp time must be paid/accrued at not less than one and one-half times the regular hourly rate.