

SMYRNA SCHOOL DISTRICT

District Policy

Article: 4000 Personnel

Title: Overtime Compensation

Policy #: 4233

1. In instances where employees are required to work overtime, compensation will be made by overtime pay or compensation time off.
2. Overtime that is to be compensated in the form of overtime pay must be approved in advance by the employee's supervisor. To obtain approval, the employee must make a request that includes a description of the conditions that necessitate the overtime hours and an estimate of the amount of time needed to resolve the special condition. The actual amount of overtime worked must be verified by the employee's supervisor and must be forwarded to the central office for processing on the next payroll.
3. Overtime approved in the form of compensatory time off will be monitored at Central Office. It is the supervisor's responsibility to approve the amount of compensatory time earned, and the amount of accumulated compensatory time taken as leave. Any request to earn compensatory time that would cause the total unused accumulated time to exceed 3 days must be approved by the Superintendent in advance.
4. Accumulated compensatory time must be taken as leave within 180 days from the date earned.
5. The method for compensating overtime work will be in accordance with the existing SEA contract and with regulations stipulated by the Fair Labor Standards Act.