

RECORDS	<p>The District will maintain in the central payroll office weekly time records on all nonexempt employees. Records will indicate all hours worked, including compensatory time earned and used. Weekly time records must be verified by the supervisor and the employee and submitted to the payroll office on designated dates. All payroll records, including time records, will be maintained for a period of three years and will be made available for inspection by government authorities upon request.</p>
OVERTIME	<p>Nonexempt employees will receive compensation, either monetarily or in time, for all hours actually worked in excess of 40 hours per week. Prior to working overtime, employees will be informed whether the overtime is to be compensated monetarily or in time. Hours of sick leave, personal leave, or vacation time will not be considered time worked. Hours in excess of eight per day will not be considered overtime unless the total exceeds 40 hours actually worked within the particular week.</p> <p>All overtime worked must be approved by a supervisor in advance. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action.</p> <p>Overtime will be calculated by multiplying hours worked in excess of 40 by one and one-half times the regular hourly rate of pay. If a nonexempt employee has more than one nonexempt job in the District, hours will be combined for calculating overtime; if the level of compensation differs, compensation for any overtime will be based upon a weighted average of the hourly rates in the two positions.</p>
COMPENSATORY TIME	<p>Overtime may be reconciled as compensatory time off at the same time-and-a-half rate, and may be accrued as compensatory time to a maximum number of hours established in policy DEA(LOCAL). At the end of each fiscal year, the District will pay each nonexempt employee for any accumulated, unused compensatory time.</p>
SUPPLEMENTAL DUTY PAY	<p>Nonexempt employees who are assigned supplemental duties will be paid on an hourly basis, including overtime compensation when hours exceed 40 in a workweek. The hours worked in supplemental duties will be combined with the hours worked in the regular job assignment for determining the total hours worked each week.</p>