

REGULATION**Classified Personnel Overtime Pay****Descriptor Term: GCRD-R(1)****Date: XXXXXX XX, 2024**

Classified Personnel Overtime Pay

In accordance with Policy GCRD, the following provisions will govern the implementation of overtime in the Bibb County School District ("District"):

1. Overtime for non-exempt employees will be defined as time worked over forty (40) hours in any work week, beginning at 12:01 a.m. on Saturday and ending at midnight on Friday. The forty (40) hours are defined as actual hours worked and do not include hours or days for which the employee was paid for leave time such as sick leave, personal leave, annual leave, etc. Employees in leave without pay status are not eligible to be paid overtime.
2. All overtime hours worked will be compensated at the rate of one and one-half times the employee's regular rate of pay. If a non-exempt employee works multiple jobs, then overtime will be calculated based on a blended rate as required by the Fair Labor Standards Act ("FLSA").
3. A non-exempt employee working in excess of forty (40) hours in a work week should have advance approval of his/her supervisor, Superintendent, or the Superintendent's designee.
4. To the extent possible, supervisors are to monitor a non-exempt employee's work to ensure that the employee is not working off the clock.
5. Overtime pay should only be allowed in situations where it is evident that additional time is needed for the smooth and efficient operation of the District. Employees who fail to obtain approval prior to working hours that extend beyond their normal work schedule may be subject to disciplinary action, up to and including termination.
6. A non-exempt employee must be paid for the hours and days that he or she works. However, non-exempt employees may flex time within the same work week, with their supervisor's approval. For example, a non-exempt employee's schedule may be adjusted to allow the employee to stay late or work on a normal off day. The employee, with the supervisor's approval, may then adjust their schedule in the same workweek to work shorter hours on another day.
7. As required by the Fair Labor Standards Act, a daily time record for non-exempt employees must be maintained by the administrator/supervisor as an audit

record for all regular and overtime hours worked. Employees not required to use time clocks must use an approved payroll form for clocking in and out. The actual time the non-exempt employee begins and finishes work must be recorded. Non-exempt employees are expected to clock out and then clock back in for any time spent not working (e.g., lunch, errands, doctor's appointment).

8. Non-exempt employees with questions or concerns on timesheets or overtime work should contact the Executive Director of Personnel in the Human Resources Department.