

Business and Operations

COMPENSATORY TIME AND OVERTIME (CLASSIFIED EMPLOYEES)

SR
3401.08

Purpose:To verify that any hours in excess of forty (40) hours per week have been approved by the employee's supervisor in advance, authorizing compensation time accrual or overtime pay.

Timeline:Compensation time and overtime pay must be approved prior to working the hours.

Classified Employees

1. Prior to working any extra hours, an employee must submit the [Time-Off Request \(TOR\)](#) form.
2. Overtime hours are any hours worked in excess of 40 hours per week. For part-time employees, any hours worked over a normal work day may be taken as comp time (up to 40 hours within the week) and is compensated at straight time.
3. Comp time beyond 40 hours is overtime and is compensated at time and one-half and is normally granted as time off.
4. If the employee is requesting to be paid for the overtime hours, a supplemental time card must be submitted and signed by the County Superintendent.

See *Classified Employees Negotiated Agreement between the Mendocino County Office of Education and the Mendocino County Federation of School Employees.*

Certificated Employees

Certificated employees may be granted permission to work extra-time upon approval.

1. Prior to working any extra hours, an employee must submit the [Time-Off Request \(TOR\)](#) form to the immediate supervisor.
2. Extra-time hours are any hours in excess of twenty (20) hours in a school year.
3. Extra-time shall be arranged at equivalent time or be compensated at the prorated per diem rate.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

Date Revised: 07/11/2003