



Provo City School District Policy Series 5000: Personnel

5320 P3

Compensation and Benefits: Overtime

Compensatory Time

Compensatory (Comp) time off in lieu of overtime pay is not permitted. (See Flex Time Procedure 5320 P5)

ESP Overtime Work

The Provo City School District determines the working hours and shift schedule for all non-exempt employees.

The workweek for employees will be Sunday through Saturday and no more than forty (40) hours per week, except in unusual circumstances or during seasonal overloads. Except when life, limb or property is at risk, overtime requires the prior written approval (email) of the employee's supervisor. All overtime must be submitted in the pay period earned with the written request to and approval by the Supervisor. Supervisors will coordinate with employees to schedule assigned work within allotted time when possible.

- a. Non-exempt employees required to work over forty (40) hours in the same week shall be paid one and one-half (1.5) times their hourly rate for each hour over forty (40).
- b. Off-duty, non-exempt employees who are called in to work shall be given a minimum of one (1) hour of pay. If the work hours exceed the forty (40) hour per week maximum, the employee will be paid at the overtime rate.
- c. Non-exempt, contracted employees required to work days beyond those specified on their contract will be compensated at their appropriate daily rate.

Licensed Overtime Work

Professional teachers, as exempt employees, are expected to work the number of hours to successfully complete their job assignments. Teachers' professional salaries are calculated based upon a forty-hour work week. As professional employees, teachers are not expected to clock in and out each day.

Teachers in Provo School District should be commended for their professional work ethic and the dedication they have for their students. It is the minimum expectation that all educators arrive 30 minutes before class begins and remain at the school 30 minutes after class is dismissed.

Licensed employees are exempt when working in their primary contract position and therefore, not eligible for overtime. Additional hourly assignments that are significantly different than the primary licensed contract must be completed outside the contract working hours (eight hour contract day, total number of contract days, etc.) and will not exceed 40 hours per week. Compensation for certified, exempt employees performing hourly work will be according to the appropriate District pay schedule for the work performed.

Legal References:

Utah Code 477-8-5
29 U.S.C. 201

Synopsis:

Comp time for FLSA Non-Exempt Employees
Fair Labor Standards Act of 1983

Approved by Board of Education:

December 10, 2013