

## Missoula County Public Schools

### PERSONNEL

5336

#### Compensatory Time and Overtime/Classified Employees

Classified employees who work more than forty (40) hours in a given work week will receive overtime pay of one and one-half (1 1/2) times the normal hourly rate unless the District and the employee agree to the provisions of compensation time at a rate of one and one-half (1 1/2) times all hours worked in excess of forty (40) hours in any work week. No overtime is authorized for any classified employee without the specific approval of the Superintendent.

Under Montana law and the Federal Fair Labor Standards Act, a classified employee may not volunteer work time in an assignment similar to his or her regular work without pay.

When a request to use compensatory time is made, the employee will be allowed to use such time within a reasonable period after making the request provided such use does not unduly disrupt the operations of the District.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

Legal Reference: 29 USC 201, et seq. Fair Labor Standards Act  
26 CFR 553, et. Seq. Fair Labor Standards Regulations

#### Policy History:

Adopted on: August 13, 2002

Revised at PN&P on: April 25, 2010 Posted for Public Comment

Approved on: June 8, 2010