

OVERTIME

It is the intention of the School Board to compensate support staff members for overtime work when such is previously approved and properly performed.

No overtime shall be worked without the prior approval of the staff member's supervisor and no overtime will be paid without the prior approval of the Superintendent. Hourly employees are paid time and half for over forty (40) hours worked per week and for work on Saturdays and Sundays and holidays.

The Superintendent shall prepare administrative guidelines to implement this policy.