

**POLICY TITLE: Extra-Duty Hours for  
Non-Certificated Employees  
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A non-certificated employee shall be allowed to work additional hours beyond those normally scheduled only after approval by his/her immediate supervisor. Unless an emergency situation exists, the approval must be granted before the additional hours are scheduled and worked. At the discretion of the supervisor, the employee's work schedule for the remainder of the workweek may be modified to prevent the total number of hours for that workweek exceeding the number of hours regularly worked. Documentation shall be maintained by the employee on the district Comp Time Record form and given to the district personnel clerk at the end of each month verifying the additional hours worked. Comp time shall also be noted on the district Receipt of Time Worked form.

An employee who has worked more hours than is allocated to that position, but less than forty (40) hours a week shall have the choice of receiving:

1. "Comp time" at the rate of one hour for each extra-duty hour; or
2. Payment of time at the regular salary rate for additional hours worked less than Forty (40).

An employee who has worked more than forty (40) hours in a week shall have the choice of receiving:

1. "Comp time" at the rate of one and one-half (1 ½) hours for each hour worked over forty (40) hours; or
2. Payment of time and one-half for the additional hours worked over forty (40) hours a week.

"Comp time" must be used within the trimester earned. No "comp time" may be used during the last week of school. In the event that comp time is earned during the last three weeks of a trimester, it may be carried over to the next trimester (except the last trimester) to be used within the first three weeks of that trimester. If at the end of the school year, comp time is not used, the employee will receive payment for the overtime hours.

Year round employees shall have an additional period of time to earn and spend down "comp time" during the summer months when students are not in session.

The district shall follow all requirements set forth in the Fair Labor Standards Act.

WENDELL SCHOOL DISTRICT #232 RECEIPT OF TIME WORKED

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_ PAY PERIOD \_\_\_\_\_ 20\_\_

| MONDAY         |                | MONDAY         |                | MONDAY         |                | MONDAY         |                | MONDAY         |                |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           |
| Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. |
| Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  |
| Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     |
| TUESDAY        |                | TUESDAY        |                | TUESDAY        |                | TUESDAY        |                | TUESDAY        |                |
| Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           |
| Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. |
| Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  |
| Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     |
| WEDNESDAY      |                | WEDNESDAY      |                | WEDNESDAY      |                | WEDNESDAY      |                | WEDNESDAY      |                |
| Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           |
| Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. |
| Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  |
| Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     |
| THURSDAY       |                | THURSDAY       |                | THURSDAY       |                | THURSDAY       |                | THURSDAY       |                |
| Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           |
| Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. |
| Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  |
| Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     |
| FRIDAY         |                | FRIDAY         |                | FRIDAY         |                | FRIDAY         |                | FRIDAY         |                |
| Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           | Date           |
| Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. | Reg. Hrs. Wkd. |
| Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  | Pd. O.T. Hrs.  |
| Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     | Comp. Hrs.     |

|                               |                               |                               |                               |                               |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Total Reg. Hrs. Wkd. _____    | Total Reg. Hrs. Wkd. _____    | Total Reg. Hrs. Wkd. _____    | Total Reg. Hrs. Wkd. _____    | Total Reg. Hrs. Wkd. _____    |
| Total Pd O.T. Hrs. Wkd. _____ | Total Pd O.T. Hrs. Wkd. _____ | Total Pd O.T. Hrs. Wkd. _____ | Total Pd O.T. Hrs. Wkd. _____ | Total Pd O.T. Hrs. Wkd. _____ |
| Total Comp. Hrs. Wkd. _____   | Total Comp. Hrs. Wkd. _____   | Total Comp. Hrs. Wkd. _____   | Total Comp. Hrs. Wkd. _____   | Total Comp. Hrs. Wkd. _____   |

I certify that I have worked the hours as indicated and that these hours represent the total number of hours worked:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Principal's Signature

|                                |
|--------------------------------|
| <b>Totals for Month</b>        |
| Total Reg. Hrs. Wkd. _____     |
| Total Pd. O.T. Hrs. Wkd. _____ |
| Total Comp. Hrs. _____         |

Additional hours worked must be pre-approved by principal/supervisor  
 Due to building secretary by the last day of the month.  
 Due to District Office by the first day of the following month.

**LEGAL REFERENCE**  
 Fair Labor Standards Act  
 29 USC 201 *et seq.*  
 29 CFR Section 778, 100

**ADOPTED:** June 16, 2009

