

4413 OVERTIME COMPENSATION

The Board of Education will compensate, **non-exempt employees**, overtime work in accordance with law. "Overtime work" means work in excess of forty hours in a single workweek.

No overtime shall be worked without the express advance approval of the School Business Administrator/Board Secretary.

Non-exempt employees who work overtime and for whom no contrary provision has been collectively bargained shall earn compensatory time at the rate of one and one-half hours for every hour of overtime worked, in lieu of overtime compensation.

A request for the use of compensatory time shall be submitted to the employee's supervisor and must be approved by School Business Administrator/Board Secretary. An employee will be permitted the use of accrued compensatory time within a reasonable time of his/her request for time off, provided the requested time off does not unduly disrupt the operations of the school district.

The School Business Administrator/Board Secretary is directed to make and maintain such records regarding employees' hours and wages as may be required by law.

29 U.S.C.A. 207(o)

29 U.S.C.A. 207(p)

N.J.S.A. 34:11-56(a)4

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