

**POLICY #3122** Overtime**EFFECTIVE DATE** 1/22/2026**VERSION # 3****APPLIES TO**

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
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1	07/01/2010	Board Approved Employee Handbook	General Manager
2	01/25/2024	Removing from Handbook and adding to new policy repository	Human Resources
3	1/2026	Removal of compensatory time off	Strategic Initiatives Manager

TERMS AND DEFINITIONS

TERM	DEFINITION
Non-Exempt Employee	An individual who is exempt from the overtime provision of the Fair Labor Standards Act (FLSA) and is therefore entitled to overtime pay for all hours worked beyond 40 in a workweek.
Exempt Employee	Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or overtime pay.

PROCEDURE

As necessary, non-exempt employees may be required to work overtime. For purposes of determining which hours constitute overtime, only actual hours worked in the defined workweek will be counted. Unless otherwise subject to a collective bargaining agreement, the District provides compensation for all overtime hours worked by non-exempt employees in accordance with the Fair Labor Standards Act as follows: All hours worked in excess of forty (40) hours in one workweek will be treated as overtime and shall be paid at a rate of one and one-half times the employee's regular rate of pay.

The District's normal workweek is defined as any seven-day period established by the District in which employees shall not, normally, exceed 40 work hours. The District's current workweek is Saturday through Friday. Each employee's supervisor will advise the employee regarding their specific working hours in accordance with the needs of the department and position. Any variation to the standard workweek must be approved by the General Manager and memorialized in writing.

Policy #3122 – Overtime

Hours worked means time actually spent on the job. It does not include hours away from work due to vacation, sickness, holidays, or leaves of absence, even when those days are compensated. Weekend work does not automatically qualify for compensation at an overtime rate of pay. Hours worked on Saturdays and Sundays qualify for overtime pay only if they qualify as overtime hours under the standards noted above.

Employees must accurately report all actual time worked, including overtime, on time records in the District's electronic timekeeping system. Overtime must be approved in advance by the employee's immediate supervisor.

Authority: General Manager; Board of Directors

Approved by the Board of Directors on: **January 22, 2026**