



Book	Policy Manual
Section	300 Employees
Title	Classified Employees Overtime
Code	330
Status	Second Reading
Adopted	August 8, 1985
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Prior Revised Dates	02/09/2023

Authority

In order to ensure compliance with applicable law regarding payment of overtime for hours worked beyond regular hours, and to ensure consistent treatment of all guidelines that are established.

Guidelines

In accordance with statute or this policy, overtime shall be paid for work in excess of the established workweek for each grade of classified employees as follows: [\[1\]](#)[\[2\]](#).

1. No overtime shall be scheduled or worked without the prior approval of the Superintendent or his/her designee.
2. Overtime will be paid at the rate of 1 1/2 times regular hourly pay when approved by the immediate supervisor for time worked in excess of forty (40) hours per week. [\[1\]](#)[\[2\]](#)
3. Classified employees will have the option of exchanging overtime hours worked for pay or for compensatory time.

For purposes of computing overtime, credit shall be given only for hours worked. Time off for holidays, sick leave, personal leave, vacation, and compensatory time will not be included when computing overtime.

Legal	1. 43 P.S. 333.104
	2. 29 U.S.C. 207
	34 PA Code 231.41
	34 PA Code 231.42
	34 PA Code 231.43
	43 P.S. 333.101 et seq
	29 U.S.C. 201 et seq

[29 CFR Part 778](#)

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