

## Policy GDBC Support Staff Supplementary Pay/Overtime

Issued 3/19

The board recognizes that the district is subject to the provisions of the Fair Labor Standards Act. This federal law includes provisions applicable to school districts relating to minimum wage and overtime pay for non-exempt employees.

The district will pay a minimum wage on an hour-by-hour basis to all district employees, either part time or full time, permanent or temporary, which is no less than the federal minimum wage, except under designated training and apprenticeship programs exempt under special U.S. Department of Labor certification.

The board also recognizes that it may occasionally be necessary for non-exempt persons to work more than 40 hours during a given workweek. Individuals will be paid time-and-a-half (in money or compensatory time off) for each hour of overtime worked. All accrued compensatory time will be taken prior to the end of each fiscal year. Any compensatory time not taken by that point will be paid out at a rate of time-and-a-half. No overtime, as defined by the FLSA, will be required or permitted without authorization from the employee's immediate supervisor prior to the performance of the work. Employees who work past their regularly scheduled hours without approval will be subject to discipline, up to and including termination.

The district requires all employees who are subject to the provisions of the FLSA to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.

The administration will maintain records and establish regulations that are consistent with this policy and the requirements of the FLSA.

Adopted 6/01; Revised 4/25/17, 3/12/19; Reviewed 00/00/21

Legal References:

Federal Law:

Fair Labor Standards Act of 1938 (FLSA), [29U.S.C.A.Section201](#), *et seq.*

Federal Cases:

*Purdham v. Fairfax Co. Sch. Bd.*, 637 F.3d 421 (4th Cir. 2011). Non-exempt employees engaging in coaching or other civic or charitable activities for a district may be deemed volunteers, in which case they would not be entitled to overtime pay for such activities.

**Richland County School District One**