

It is the policy of the Minidoka County Joint School District No. 331 that classified employees shall be treated substantially similar with reference to hours of employment. Classified personnel shall not work hours beyond their regular work schedule unless so authorized by a district level supervisor, administrator, or building level administrator.

Exempt: Classified employees who are designated as exempt shall be ineligible for compensatory time or cash compensation for overtime work.

Provisions:

Payment for overtime and compensatory time shall be paid based on the following criteria:

1. All hours worked in excess of work schedule must be pre-authorized by the immediate supervisor.
2. Employees who work hours in excess of their work schedule but work less than 40 hours per week must report those hours on their time card within the current pay period. The hours worked in excess of the work schedule must be used no later than the next pay period or the excessive hours shall revert to paid time.
3. Employees who work hours in excess of 40 hours per work week will be compensated. For hours worked over 40 in a work week it is preferable that compensation be compensatory time. That time will be compensated at the rate of one and one-half (1 ½) hours for each 1 hour of overtime worked.
4. Any accumulated compensatory time not used within the current pay period and which is still unused at the end of the succeeding pay period shall revert to paid overtime. The overtime hours shall be added to the regular salary payment and shall be paid in the next scheduled pay period.
5. Cash compensation for overtime (excess of 40 hours) when paid, shall be at one and one-half (1 ½) times the hourly rate of pay.

Travel Overtime:

When traveling for the District the following criteria apply:

1. When travel is expected by the District, or by the employee's supervisor, as part of an employee's employment the following should be recorded on the employee's timesheet:
 - a. Travel during the employee's regularly scheduled work hours will be paid at the employee's regular rate.
 - b. If travel is required before or after the employee's regularly scheduled work hours the District will pay up to 4 hours on that day (for a total of no more than 12 hours).
 - c. Conference/meeting attendance during the employee's regularly scheduled work hours will be paid at the employee's regular rate.
 - d. If conference/meeting attendance goes beyond the employee's regularly scheduled work hours all additional time should be recorded on the employee's timesheet.
 - e. If there is a speaker during a meal that time can also be recorded. However, if time is allowed to travel for a meal that time should not be recorded.
2. When travel is requested by the employee and approved by the District
 - a. Travel time will not be paid by the District, but mileage reimbursement may apply as outlined in Policy 546.00 Staff Travel.

- b. Conference/meeting attendance during the employee's regularly scheduled work hours will be paid at the employee's regular rate.
- c. If conference/meeting attendance goes beyond the employee's regularly scheduled work hours all additional time should be recorded on the timesheet.
- d. If there is a speaker during a meal that time can also be recorded. However, if time is allowed to travel for a meal, that time should not be recorded.



LEGAL REFERENCE: Idaho Code § 67-5302; Fair Labor Standards Act

ADOPTED: February 2, 1993

AMENDED/REVISED: March 5, 1997, November 15, 1999; June 16, 2014