

1
2



3
4
5
6
7
8
9

Employee Compensation and Benefits: Overtime
Policy Series: 5000 Personnel

Policy No. 5320
Procedure 3

10 **Definitions:**

11
12
13
14
15
16
17
18
19
20
21
22

1. "Work week" is defined as the period of time beginning at midnight between Saturday night and Sunday morning and ending the next Saturday midnight.
2. "Regular time" is the number of hours an employee is authorized to work during the work week through 40 hours.
3. "Overtime work" is defined as time worked in the "work week," as defined by policy, exceeding 40 hours for a non-exempt employee in which non-exempt employee is compensated at a rate not less than 1 ½ times the employee's hourly rate. Exceptions exist for an Education Support Professional engaged in work that is decidedly different from their daily assignment and is paid as part of a stipend (i.e. coaching assignment).

23
24

25 **Overtime Requires Prior Approval**

26
27
28
29

Before overtime is recorded or overtime work is performed for the District, an employee shall obtain written or verbal approval from the employee's supervisor or from another officer or administrator having authority to authorize the overtime.

30
31

32 **Location**

33
34
35
36

All regular time work and authorized overtime work must be completed on site unless prior authorization is obtained. Employees must receive written authorization prior to the start of any off-site work.

37
38
39

1. "On-site work" is defined as work performed within the normal course and scope of employment at the District's regular places of business, e.g., schools, district office, bus warehouse, etc.

- 40 2. "Off-site work" is any work performed at a location different from the District's regular
41 places of business.
42

43
44 **Time Keeping**
45

46 Each employee will comply with District time-keeping protocols by promptly recording daily
47 regular time worked only by time clock or specific method prescribed by the District.
48

49
50 **Failure to Comply**
51

52 Failure to comply with this policy and/or the District's overtime procedures may result in
53 disciplinary action, up to and including termination.
54

55
56 **Compensatory Time**
57

58 Compensatory (Comp) time off in lieu of overtime pay is not permitted. (See [Flex Time](#)
59 [Procedure 5320 P5](#))
60

61
62 **Education Support Professional (ESP) Overtime Work**
63

64 The Provo City School District determines the working hours and shift schedule for all non-
65 exempt employees.
66

67 The workweek for employees will be Sunday through Saturday and no more than forty (40)
68 hours per week, except in unusual circumstances or during seasonal overloads. Except when
69 life, limb or property is at risk, overtime requires the prior written approval (email) of the
70 employee's supervisor. All overtime must be submitted in the pay period earned with the written
71 request to and approval by the Supervisor. Supervisors will coordinate with employees to
72 schedule assigned work within allotted time when possible.
73

- 74 1. Non-exempt employees required to work over forty (40) hours in the same week shall be
75 paid one and one-half (1.5) times their hourly rate for each hour over forty (40).
76
77 2. Off-duty, non-exempt employees who are called in to work shall be given a minimum of
78 one (1) hour of pay. If the work hours exceed the forty (40) hour per week maximum, the
79 employee will be paid at the overtime rate.
80
81 3. Non-exempt, contracted employees required to work days beyond those specified on
82 their contract will be compensated at their appropriate daily rate.
83

84 **Licensed Overtime Work**

85
86 Professional teachers, as exempt employees, are expected to work the number of hours to
87 successfully complete their job assignments. Teachers' professional salaries are calculated
88 based upon a forty-hour work week. As professional employees, teachers are not expected to
89 clock in and out each day.

90
91 Teachers in Provo School District should be commended for their professional work ethic and
92 the dedication they have for their students. It is the minimum expectation that all educators
93 arrive 30 minutes before class begins and remain at the school 30 minutes after class is
94 dismissed.

95
96 Licensed employees are exempt when working in their primary contract position and therefore,
97 not eligible for overtime. Additional hourly assignments that are significantly different from the
98 primary licensed contract must be completed outside the contract working hours (eight hour
99 contract day, total number of contract days, etc.) ~~and will not exceed 40 hours per week.~~

100 Compensation for certified, exempt employees performing hourly work will be according to the
101 appropriate District pay schedule for the work performed.

102
103 ~~Other extra duty assignments, such as coaches, advisors, and committee assignments will be~~
104 ~~compensated according to a stipend schedule. (See Policy 5082.) Because the assignment is~~
105 ~~different from their daily teaching duties, it can require them to work beyond the 40 hours per~~
106 ~~week.~~

107
108

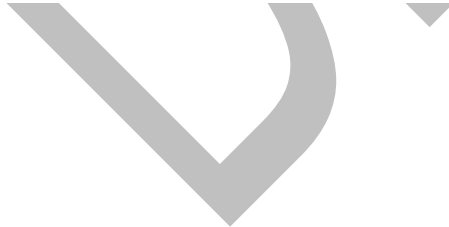
109 **Legal References**

110 [Utah Code 477-8-5](#) Comp time for FLSA Non-Exempt Employees
111 [29 U.S.C. 201 Fair Labor Standards Act of 1983](#)

112
113

114 **Adopted by Board of Education**
115 Revised

December 10, 2013
April 21, 2026



116
117
118
119
120