

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 11/30/16



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide

Date: 11/16/16

To: **Board of Trustees**
 Browning Public Schools

From: John Rouse
 Title: Superintendent

Subject: **1st Reading - Policy #5336 Compensatory Time and Overtime/Classified Employees**

Description: John Rouse, Superintendent, is recommending the adoption of Policy #5336 (Compensatory Time and Overtime/Classified Employees) as the result of a recent Fair Labor Standards Act self audit. This policy would specify the terms of overtime compensation for classified employees and disciplinary actions for non-exempt employees who work overtime without authorization. This policy is recommended as a best practice for controlling liability and costs associated with unauthorized overtime.

Financial Impact: na

Funding Source (Budget/grant, etc.): na

Attachment(s): Policy 5336

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

1 **Browning Public Schools**

2
3 Policy # **5336**

4 Policy Name: *Compensatory Time and Overtime/Classified Employees*
5 *Regulation:*

6
7 **Compensatory Time and Overtime/Classified Employees**

8
9 Classified employees who work more than forty (40) hours in a given work week may receive overtime pay of
10 one and one-half (1 ½) times the normal hourly rate unless the District and the employee agree to the provisions
11 of compensation time at a rate of one and one-half (1 ½) times all hours worked in excess of forty (40) hours in
12 any work week. No overtime is authorized for any classified employee without the specific approval of the
13 Superintendent, except as the Superintendent shall otherwise prescribe.

14
15 Under Montana law and the Federal Fair Labor Standards Act, a classified employee may not volunteer for school
16 related activities with the District outside of the forty (40) hour work week.

17
18 A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

19
20
21 **Legal Reference:** 29 USC 201, et seq. Fair Labor Standards Act

22
23
24 **Policy History:**

25 Adopted on:

26 Amended on:

27