

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 12/13/16



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: 12/2/16

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

From: John Rouse
Title: Superintendent

Subject: 2nd Reading - Policy #5336 Overtime/Classified Employees

Description: John Rouse, Superintendent, is recommending the second reading of Policy #5336 (Overtime/Classified Employees), with changes recommended in the November 30 meeting, 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 with recommended changes

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~~ **supervisor**, 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.

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

22
23
24 **Policy History:**

25 Adopted on:

26 Amended on:

27