

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: CLASSIFIED EMPLOYEES

Title: OVERTIME

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

530. OVERTIME

- .1 In order to ensure compliance with applicable law regarding payment of overtime for hours worked beyond regular hours, and to ensure consistent, treatment of all employees subject to such policy and law, the following guidelines are established.
- .2 In accordance with statute or this policy, overtime shall be paid for work in excess of the established workday or work week for each grade of classified employees as follows:
 - .21 No overtime shall be scheduled or worked without the prior approval of the immediate supervisor and Superintendent.
 - .22 Overtime will be paid at the rate of 1 1/2 times regular hourly or daily pay, when approved, for time worked in excess of the normal work week which is established for each class of employee.