

Book	Policy Manual
Section	300 Employees
Title	Overtime
Code	330
Status	Active
Adopted	May 4, 2022

Authority.

In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Joint Operating Committee adopts this policy.

In accordance with federal and state law and this policy, applicable collective bargaining agreement or individual contract, overtime shall be paid for work in excess of the established workday or workweek for each classification of support employees.[\[1\]](#)[\[2\]](#)

No overtime shall be scheduled or worked without prior approval of the Administrative Director.

Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of the normal workday or workweek established for each class of employee.[\[1\]](#)[\[2\]](#)

For purposes of computing overtime, credit shall be given only for hours worked, as recorded in school records and provided by law.

Legal	1. 29 U.S.C. 207
	2. 43 P.S. 333.104
	34 PA Code 231.41
	34 PA Code 231.42
	43 P.S. 333.101 et seq
	29 U.S.C. 201 et seq
	29 CFR Part 778