

# Board Policy

Code No. 412.2

## **CLASSIFIED EMPLOYEE WAGE AND OVERTIME COMPENSATION**

Each non-exempt employee compensated on an hour-by-hour basis, and not covered by a collective bargaining master contract, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee shall be compensated at one and one-half times their regular hourly wage rate. This compensation shall be in the form of overtime pay. Overtime will not be permitted without prior authorization of the supervisor.

Each non-exempt employee paid on an hour-by-hour basis must keep accurate timekeeping records via the District's time clock system. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action up to and including termination.

It is the responsibility of the Director of Financial & Business Services to maintain wage records.

*Legal Reference:*            *Garcia v. San Antonio Metropolitan Transit Authority*, 469 U.S. 528 (1985).  
29 U.S.C. §§ 206 et seq. (2006).  
29 C.F.R. Pt. 511-800 (2006).

*Cross Reference:*        411.3    *Classified Employee Letter of Assignment*  
                                 412.1    *Classified Employee Compensation*

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