

**INDEPENDENT SCHOOL DISTRICT # 57
ENID PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS REGARDING**

OVERTIME AND COMPENSATORY TIME

1. **Non-certified employees shall not sign-in more than seven (7) minutes early or sign-out more than seven (7) minutes after the regular work shift without the permission or direction of their supervisor.**
2. All overtime and/or compensatory time shall be approved in advance by the employee's supervisor and appropriate central office administrator.
3. All overtime earned and compensatory time earned or taken shall be reflected on the employee's regular time sheet. Employee time sheets shall reflect only actual time on the job at the employee's assigned job location.
4. Employee time sheets are reviewed for accuracy and electronically approved through VeriTime by the employee's supervisor for submission to the payroll department.
5. Overtime is defined as hours actually worked in the regular work week in excess of forty (40) hours, and shall be paid at a rate of 1.5 times the rate of employee's regular rate of pay.
6. Regular work week is defined as a normal calendar week of seven days – Sunday through Saturday.
7. Compensatory time is defined as hours actually worked in the regular work week in excess of forty (40) hours for which overtime pay is not desired by the employee.
8. Compensatory time may be allowed to accumulate during the month at a rate of 1.5 hours for each hour worked above forty (40) hours during a regular work week.
9. Unused compensatory time balances will be paid at the employee's regular rate of pay at the end of month. Compensatory time balances may, with special written permission of the appropriate central office administrator, be carried into a new month when the employee has scheduled to take the compensatory time balance as time off.
10. Records of compensatory time earned, taken and balances will be kept in the payroll department.
11. Compensatory time taken as time off shall be scheduled with the approval of the employee's supervisor at a time that is not disruptive to the normal operation of the administrative unit to which the employee is assigned.
12. Falsification of overtime and compensatory time records or timesheets is fraud, grounds for termination and may result in criminal prosecution of the employee and/or the supervisor.

Procedures Approved/Revised:

Date: July 1, 2015

Karl A. White, CFO

Dr. Darrell Floyd, Superintendent