

**Spearfish School District 40-2
4000 Personnel**

Board Policy

Code: 4715

OVERTIME PAY

Spearfish School District 40-2 classified employees are to work a maximum of 40 hours during a "work week". In order for an employee of the Spearfish School District to receive overtime pay for work over 40 hours in a "work week", the overtime must be approved in advance by the employee's supervisor, the building principal or the superintendent. Under normal operating conditions, extra work loads or events shall be met by scheduling hours within the work week or hiring additional hours.

Overtime will be treated one of the following two ways:

1. One and one-half times the employees regular hourly rate of pay, times the approved overtime hours worked, payable in the next regular pay check.
2. One and one-half times the employees approved overtime hours in compensatory time taken during the work week following the time the overtime occurred.

"Work week" for Spearfish School District 40-2 starts on Sunday at 12:01 a.m. and continues through Saturday at 12 midnight.

Exempt employees (managers, supervisors, professionals, contract persons, etc.) will not be paid overtime pay.

Approved February 10, 1986
Reviewed May 11, 1987
Revised December 14, 1998
Reviewed December 11, 2006
Revised January 9, 2012