

## **Montpelier Public School**

### **8. Overtime**

Hourly employees who are assigned to work more than forty hours per week will be compensated in accordance with the Fair Labor Standards Act. Administration shall determine when it is necessary for employees to work overtime hours. If administration anticipates a need for exceptional use of overtime, the superintendent should review the plan with the school board prior to assigning the overtime hours.

Where an employee in a single work week works at two or more different types of work for which different straight time rates have been established, the regular rate for that week is the weighted average of such rates. That is, the earnings from all rates are added together and this total is then divided by the total number of hours worked at all jobs. Overtime compensation will be based on this amount.

The workweek begins Sunday at 12:01 AM and ends Saturday at 11:59 PM.

Policy adopted: 03/10/2004