

## **AP 7234          Overtime**

Reference:            ***Education Code Sections 88027, 88028, 88029,***

Date Issued:        ***88030*** April 15, 2009          Updated: May 19, 2015

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Overtime is defined to include any time required to be worked in excess of eight hours in any one day and in excess of 40 hours in any calendar week.

For the purpose of computing the number of hours worked, time during which an employee is excused from work (holidays, sick leave, vacation, compensatory time off, or other paid leave of absence) shall be considered as time worked by the employee.

When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the District.

An employee having an average workday of less than four hours during a workweek shall, for any work required to be performed on the seventh day following the commencement of his or her workweek, be compensated at a rate equal to 1½ times the regular rate of pay of the employee designated and authorized to perform the work.

Persons serving in overtime-exempt positions are excluded from these procedures regarding overtime. Special overtime rules will also apply to individuals working a four day, ten hour work schedule. **These rules do not allow for overtime to be paid for working 10 hour days; overtime will still be paid for any hours over 10 worked in a day during the summer four day, ten hour work week.**