

Harney Education Service District

Code: **GDKA**
Adopted: 6/11/03
Readopted: 2/13/13
Orig. Code(s): GDKA

Overtime

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday. ORS 279.340 states, "If budgeted funds are not available for the payment of overtime, such overtime shall be allowed in compensatory time off at not less than time and a half for employment in excess of 40 hours in any one week."

The ESD does not budget funds for payment of overtime. The superintendent must review and approve any requests for overtime in advance. Compensatory time off earned as a result of approved overtime must be scheduled with the superintendent's approval. Compensatory time accrued as a result of absences may be denied.

Employees who feel they are unable to complete their work requirements within the 40-hour workweek should contact their supervisor so that adjustments may be made in the job requirements.

END OF POLICY

Legal Reference(s):

[ORS 653.268](#)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2006).