

Medford School District 549C

Code: **GDBB**
Adopted: 2/16/82
Readopted: 11/21/89

Supplementary Pay Plans

Overtime work for pay may be authorized by regulations established by the superintendent.

Regulation: Overtime work shall be performed only when authorized by the employee's supervisor or division head. Overtime work shall be authorized only in the case of emergency or significant needs. Overtime pay will be approved by the division head and forwarded to the business office. Work in excess of 40 hours per week or 8 hours per day, unless working on a 4-day schedule, shall be considered as overtime.

Payment for overtime shall be allowed at one and one-half the rate of pay assigned to the job classification being filled when the overtime is accumulated unless otherwise arranged in advance by the division head. Employees are required to submit Form 200-TS-REV 75 or the computer mark sense timesheet in requesting overtime payment.

Compensatory time is restricted to that provided for under the Wage and Hour Administration Laws.

Regulation: Overtime work may be compensated with compensatory time of equal to one and one-half the overtime. Compensatory time must be taken during the work week in which overtime occurs and cannot be accumulated beyond the work week employees worked overtime.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)