

Monument School District 8

Code: GDKA
Adopted: 12/87
Orig. Code: GDKA

Extra Duty/Overtime

The **Employee Time Sheet** shall be the official district record of hours worked and include the following:

1. Hours worked regular shift.
2. Hours worked partial shift.
3. Extra hours worked.
4. Substitute (if any).
5. Substitute hours.
6. Reasons for absence (if applicable).

The superintendent may authorize up to eight (8) hours of overtime in any one pay period or as required for emergency conditions. Overtime in excess of eight hours in any one pay period must have school Board approval.

Employee overtime must have administrative authorization in writing. Under extreme emergency conditions verbal authorization may be given by the school administrator, Board Chairman or Vice Chairman.

Overtime exceeding eight (8) hours a day or 40 hours a week will be compensated at time and a half.

Overtime taken as time-off in lieu of overtime payment must be taken within the following pay period unless other arrangements are made, in writing, with the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)