

**Neah-Kah-Nie  
School District 56**

Code: **GCKA/GDKA-AR**  
Adopted: 11/12/01  
Readopted: 2/11/08  
Orig. Code(s): GDKA-AR

**Overtime**

Except in emergency situations, overtime requests must be pre-arranged through the building administrator.

1. Except in an emergency situation, overtime compensation for pay must be approved in advance by the superintendent.
2. Following superintendent approval, the building administrator and the employee shall mutually agree, in advance of the performance of the work, to compensate the employee in time off at the rate of 1.5 hours for each overtime hour worked or to have the employee receive payment for hours worked.

Compensatory time may be accrued to a maximum of four days. Compensatory time must be used by the end of the fiscal year and cannot be carried forward into the new year. The employee will be paid for any unused compensatory time at the end of the contract year.

3. In emergency situations, i.e., security alarm response after hours, flooding of building, etc., the employee shall contact the building administrator the following working day to report the overtime situation. At that point, the employee shall agree as to the form of compensation (overtime pay or compensatory time).
4. A record of compensatory time shall be kept in the school office.

