

**Spearfish School District 40-2  
4000 Personnel**

Board Policy

Code: 4715

**OVERTIME PAY**

Spearfish School District 40-2 classified employees are to work a maximum of 40 hours during a "work week". In order for an employee of the Spearfish School District to receive overtime pay for work over 40 hours in a "work week", the overtime must be approved in advance by the employee's supervisor, the building principal or the superintendent. Under normal operating conditions, extra work loads or events shall be met by scheduling hours within the work week or hiring additional hours.

Overtime will be treated the following way:

1. One and one-half times the employee's regular hourly rate of pay, times the approved overtime hours worked, payable in the next regular pay check.

"Work week" for Spearfish School District 40-2 starts on Sunday at 12:01 a.m. and continues through Saturday at 12 midnight.

Exempt employees (managers, supervisors, professionals, contract persons, etc.) will not be paid overtime pay.

Approved	<u>February 10, 1986</u>
Reviewed	<u>May 11, 1987</u>
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