

Overtime

From time to time, employees may be required to work overtime. Exempt, salaried employees are not paid overtime. All overtime worked by non-exempt employees must be pre-approved by the Executive Director of Education. This does not apply to health, safety, or security issues.

Non-exempt employees are paid overtime at the rate of one and one-half (1 1/2) times their regular hourly rate for hours worked in excess of 40 during the established workweek. The established workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. If you are unclear whether you fall within the exempt or non-exempt category, please contact the Business Manager of LCS.

For purposes of calculating overtime payments, only hours actually worked (not inclusive of holidays or vacation) are counted.

LCS Policy Adopted August 9, 2012