

#### **202.3.4. Overtime Pay and Compensatory Time**

State and federal laws require the School to compensate certain employees at time-and-a-half pay if they work over 40 hours in a week. Such employees are referred to as “non-exempt” (from overtime pay rules). Other employees are not legally entitled to overtime pay or to compensatory time (“comp time”) if they fall into one or more classifications such as teachers and certain administrative, executive and professional roles. Such employees are referred to as “exempt” (from overtime pay rules).

**Non-exempt** employees may work overtime only with advanced written authorization from the Head of School and such authorization identifies the specific time period and number or range of hours authorized. Such employees are not entitled to comp time in lieu of overtime pay.

Although **exempt employees** are not legally entitled to overtime pay (or comp time), the School nevertheless offers limited comp time for some types of special duties to be identified by the Head of School. Comp time is accrued on an hour-for-hour basis – one hour of comp time for one every hour of special duty performed. The following rules apply.

##### Comp time

- a. must be approved in advance and in writing by the Head of School.
- b. may not cumulatively exceed 40 hours per fiscal year.
- c. shall not carry over to the next fiscal year, unless authorized in writing by the Head of School in special circumstances.
- d. shall not be paid as compensation due when employment ends.
- e. must be used by the next pay period, or at least attempted to be used.
- f. must be used prior to using other accumulated paid leave, to the extent allowed by law.