



Book	BYLAWS AND POLICIES
Section	4000 CLASSIFIED STAFF
Title	OVERTIME AND COMPENSATORY TIME
Number	4413
Status	Active
Adopted	November 17, 2020

**1) GENERAL POLICY STATEMENT**

The Board shall compensate non-exempt classified staff members for overtime hours worked. Compensation may be in the form of overtime or compensatory time off. In the interests of financial efficiency, the district shall prioritize compensatory time off before overtime to the extent practicable and managerially expedient.

**2) ADMINISTRATIVE GUIDELINES**

The CEO, Executive Director is authorized to promulgate guidelines, rules and procedures to administer the provision and use of overtime and compensatory time off.