

**Pataula Charter Academy and  
Spring Creek Charter Academy  
Overtime Pay for Non-Exempt Personnel Policy**

**Purpose:** The purpose of this policy is to ensure Pataula Charter Academy and Spring Creek Charter Academy's compliance with the overtime requirements of the Fair Labor Standards Act (FLSA) of the United States.

**Definitions:**

Non-exempt Employee – For the purpose of this policy shall include any employee **not** employed in an executive, administrative, or professional capacity as provided for under FLSA (Fair Labor Standards Act).  
\*Teachers and administrators do **not** fall into the category of non-exempt employees and are **not** eligible for overtime pay.

**Policy Statement:** Pataula Charter Academy (PCA) and Spring Creek Charter Academy (SCCA) shall, in compliance with the FLSA of the United States, allow overtime for non-exempt employee's under the following guidelines:

1. Overtime for non-exempt employees shall be defined as those hours or major fraction of hours beyond 40 worked in a seven-day workweek beginning at 12:01 a.m. on Monday and ending at 12:00 midnight on Sunday. Employees on leave without pay status are not eligible to be paid overtime.
2. All overtime hours worked will be compensated at the rate of one and one-half times the employee's regular rate of pay.
3. Any overtime must be approved, in writing, in advance by the appropriate administrator.
4. Non-exempt employees are required to maintain a time record for any approved overtime. The time record must be signed by the Principal and submitted to the Human Resources coordinator.
5. All non-exempt employees are required to take a 30-minute uninterrupted lunch break during each work day. Non-Exempt employees will not be required to attend any events outside of normal school hours, unless time is flexed to ensure the non-exempt employee does not work over 40 hours for that week.
6. Employees required to work on a holiday are compensated at one and one-half times the employee's regular rate of pay regardless of the number of hours worked during the week. In order to be paid a salary for a scheduled holiday, an hourly employee must work the workday before and the workday after the holiday, or be in approved leave status. Employees in leave without pay status are not eligible to be paid overtime for a scheduled holiday.

Approved: January 22, 2018

Amended: March 18, 2019

Amended: May 20, 2024