HUMAN RESOURCES

Overtime—Non-Exempt Personnel
The Prince William County School Board shall comply with the Fair Labor Standards Act (FLSA) for payment of overtime.

Overtime shall be paid for work performed by non-exempt employees in excess of a 40-hour workweek, or when such employees remain at work on days when schools are closed for students and employees (Code Red), and for hours worked on scheduled holidays listed on the School Division adopted calendar for 250-day employees. Overtime shall be paid in accordance with established guidelines.

Employees will be paid at the rate of time and one-half of their normal hourly rate of pay for overtime performed.

The School Board retains the option of granting compensatory time at the rate of one and one-half hours for each hour of overtime worked.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this policy.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this policy in July 2020.


Adopted: March 17, 1993
Reviewed/Revised: July 26, 2017

PRINCE WILLIAM COUNTY SCHOOL BOARD