HUMAN RESOURCES

Classified Personnel

Overtime and Compensatory Time Provisions

I. General Provisions

A. In compliance with the Fair Labor Standards Act (FLSA) concerning overtime, classified (non-exempt) employees shall be paid for work performed in excess of a 40-hour workweek at a rate equal to one and one-half times their regular rate of pay. The School Board retains the option of granting compensatory time in lieu of overtime pay. (See Item IV, Compensatory Time.) The workweek is defined as Sunday at 12:01 a.m. to Saturday at 12:00 Midnight.

B. Overtime shall be minimized by appropriate scheduling during the regular workday and shall be authorized to cover only unusual working requirements or emergency situations.

C. Classified (non-exempt) employees will be eligible to be paid an overtime rate of one and one-half times their regular rate of pay when they are required to report to work or 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. Such overtime rate of pay shall be paid without regard to the forty hour rule.

D. Classified (non-exempt) employees who are required to work on an emergency basis, limited specifically to the repair or maintenance of School Division assets, will be compensated for transportation time based on the actual travel time required, but not to exceed a total of one hour per round trip.

II. Overtime

A. For the purposes of overtime compensation, only hours physically worked in excess of forty (40) hours during a normal work week will be counted, with the exception noted in section I. C.

1. For work performed in excess of forty (40) hours in a normal work week, eligible employees will be paid at a rate equal to one and one-half times their regular rate of pay. Hours worked shall exclude unpaid leave, annual, personal, and sick leave.
2. For work performed above the normal work schedule up to forty (40) hours, employees will be paid their regular hourly rate for the additional time.

III. Recordkeeping

A. All classified employees are required to record the actual number of hours worked (including overtime/compensatory time) on their time cards/sheets on a weekly basis. Actual work hours (start time, end time, and lunch period) must be recorded for each work day. Time cards/sheets must be signed and submitted to manager each payday.

B. Managers are responsible for verifying by signature that time cards/sheets are completed and retained and that the number of hours recorded is accurate and in compliance with this regulation, the FLSA, and Regulation 563-1, Classified Personnel – Work Week. Authorized overtime also must be identified by the supervisor by signature or initials.

C. Filling out of another employee’s time card/sheet or falsifying any time card/sheet is prohibited and will be grounds for disciplinary action, including termination.

D. All classified employees working overtime/compensatory time shall obtain advanced approval from their supervisors. Documentation for advanced approval should be in writing and submitted along with the time card/sheet. For emergencies, notification immediately following the event documenting the need for overtime is appropriate. Failure to secure pre-approval for overtime/compensatory time may result in disciplinary action.

IV. Compensatory Time

A. The School Board retains the option of granting compensatory time in lieu of overtime payments for work performed in excess of a 40 (forty) hour workweek.

B. Compensatory time will be granted at the rate of one and one-half hours for each hour of overtime worked by the employee. All compensatory hours earned or used shall be entered into the time and leave system each pay period. No alternate method of recording time/hours is authorized.

C. Compensatory time should be taken as soon after earned as possible and cannot be carried from year to year. At the end of each calendar year, compensatory hours will be paid at one and one-half hours for each hour
of overtime worked. Budget holders are required to provide an annual report by January 30 to the associate superintendent for their area with the amount of overtime and compensatory time used in their school/department for the previous calendar year.

D. An employee will be allowed to take compensatory time within a reasonable period of time after making the request, but within the calendar year it is earned. The employer may refuse the request only if the use of that time would unduly disrupt the operations of the school or department. Any compensatory time not used by the end of the calendar year will be paid at the overtime rate.

V. Swap Time

A. Classified (non-exempt) employees may use swap time. Swap time must be preapproved and documented on a time card/sheet and entered in the time/leave system each pay period. An annual report of its use should be submitted to the appropriate associate superintendent by January 30.

B. Swap time should be used sparingly and for very specific and appropriate reasons such as professional development/training or required services over the summer (e.g. bookkeeping or student information input).

C. Swap time is hour for hour time. It cannot be used as a substitute for overtime or compensatory time. Swap time cannot be carried from year to year and all swap time not used by the end of the calendar year shall be paid at the employee’s hourly rate.

D. The Division Superintendent shall have the authority to make exceptions to this section if it is in the best interest of the School Division.

VI. Volunteers

A classified (non-exempt) employee may not volunteer to perform their regular job duties for their regular employer. These employees are not considered volunteers when performing their regular job duties and, therefore, are eligible for straight time, compensatory time and/or overtime pay.


The Associate Superintendent for Human Resources (or designee) will be responsible for the implementation and monitoring of this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2017.

PRINCE WILLIAM COUNTY SCHOOL BOARD