

## **Support Staff Supplementary Pay/Overtime**

### **Overtime**

The administration shall determine which charter school employees are subject to the minimum wage and overtime requirements of federal law. These non-exempt employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

All overtime work shall require the advance approval of the employee's administrator and/or other immediate supervisor. An effort shall be made whenever possible not to schedule non-exempt employees for more than 40 hours per week.

All hours worked shall be accurately recorded in the manner required by the employee's supervisor.

### **Rates for supplementary services**

Charter school employees who put in extra hours to supervise and/or serve community groups using charter school facilities shall be paid the rate established by the Charter Board for such contract services. Any supplementary pay shall be in accordance with state and federal law.

LEGAL REF.: 29 U.S.C. §201 *et. seq.* (Fair Labor Standards Act)  
29 C.F.R. Parts 510 to 794

CROSS REF.: KF, Community Use of School Facilities

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Lake George Charter School

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