

2
3 **PERSONNEL**

5336

4
5 Compensatory Time and Overtime for Classified Employees

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7 Non-exempt classified employees who work more than forty (40) hours in a given workweek
8 may receive overtime pay of one and one-half (1½) times the normal hourly rate, unless the
9 District and the employee agree to the provision of compensation time at a rate of one and one-
10 half (1½) times all hours worked in excess of forty (40) hours in any workweek. The
11 Superintendent must approve any overtime work of a classified employee.

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13 Under Montana law and the Federal Fair Labor Standards Act, a classified employee may not
14 volunteer to work without pay in an assignment similar to his or her regular work.

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16 A non-exempt employee who works overtime without authorization may be subject to
17 disciplinary action.

18
19 Blended Time

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21 Classified Employees working two or more jobs for the District at different rates of pay shall be
22 paid overtime at a weighted average of the differing wages. This shall be determined by dividing
23 the total regular remuneration for all hours worked by the number of hours worked in that week
24 to arrive at the weighted average. One half that rate is then multiplied times the number of hours
25 worked over 40 to arrive at the overtime compensation due.

26
27 Example: Employee works one job at 30 hrs./week at 10.00/hr. The same employee works a
28 different job at 20 hrs./week at \$12.00/hr. (Same district). The employee would get \$300.00 per
29 week for the 30 hr/week job (\$10.00X30) and \$240.00 per week for the 20 hr./week job
30 (\$12.00X20). A total of \$540.00 (regular remuneration). Divide \$540.00 by 50(total hours
31 worked) = \$10.8/hr (weighted average). One-half that rate (\$10.80/2 = \$5.40) is multiplied by
32 10 (number of hours over 40). \$54.00 is the amount of overtime compensation due the employee
33 based on the "blended time".

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38 Legal Reference: 29 USC 201, et seq. Fair Labor Standards Act

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40 Policy History:

41 Adopted on:

42 Revised on: 04/21/15