

## General Personnel

### **Compliance with the Fair Labor Standards Act**

#### **Job Classifications**

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt”. “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis are covered by minimum wage and overtime provisions.

#### **Workweek and Compensation**

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. “Overtime” is time worked in excess of 40 hours in a single workweek.

#### **Overtime**

The School Board discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor’s express approval. All supervisors of non-exempt employees shall:

- (1) monitor overtime use on a weekly basis and report such use to the business office
- (2) seek the Superintendent or designee’s written pre-approval for any long term or repeated use
- (3) ensure that overtime provisions of this policy and the FLSA are followed
- (4) ensure that employees are compensated for any overtime worked.

Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

**Suspension without Pay**

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Certificated

employees may be suspended without pay in accordance with Board policy 5:240, *Professional personnel - Suspension*.

Non-certificated employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel - Employment Termination and Suspensions*.

**Administrative Implementation**

The Superintendent shall implement this policy to ensure FLSA compliance.

LEGAL REF: 820 ILCS 105/4a,  
Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548,  
553, 778, and 785

CROSS: 5:240 (Suspension, 5:290 (Employment Termination and Suspensions), 5:310  
(Compensatory Time-Off)

ADOPTED: December 19, 2005