

**PERSONNEL – MANAGEMENT/CONFIDENTIAL EMPLOYEES**

**SUBJECT: Overtime and Part-Time Personnel**

Overtime or the employment of extra personnel shall be limited to emergencies or temporary overloads of work.

The use of compensating time off for overtime is prohibited. Time cards must reflect actual work dates and hours.

Approval for overtime or use of part-time personnel must be obtained in advance from the Superintendent, an Assistant Superintendent, or the Director of Maintenance and Operations.

Overtime is authorized and directed working time in excess of eight hours in one day or forty hours in one week. Overtime of less than fifteen minutes shall not be credited; all overtime shall be reported and credited in multiples of fifteen minutes of working time.

Part-time personnel shall be employed, when approved, at an hourly wage rate.

Claims for overtime or hourly service must be submitted to Business Services within 30 days of such service. Payment can be made only when the claim is accompanied by written authorization signed by appropriate authorizing management person as listed above.