

<b>POLICY TITLE:</b>	<b>Overtime: Classified Personnel</b> <b>Minidoka County Joint School District # 331</b>	<b>POLICY NO:</b> <b>596.00</b> <b>PAGE 1 of 1</b>
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It is the policy of the Minidoka County Joint School District No. 331 that classified employees shall be treated substantially similar with reference to hours of employment. Classified personnel shall not work hours beyond their regular work schedule unless so authorized by a district level supervisor, administrator, or building level administrator.

Exempt: Classified employees who are designated as exempt shall be ineligible for compensatory time or cash compensation for overtime work.

**Provisions:**

Payment for overtime and compensatory time shall be paid based on the following criteria:

1. All hours worked in excess of work schedule must be **pre-authorized** by the immediate supervisor.
2. It is preferred that compensation be exchanged in compensatory time for employees who work in excess of their regularly scheduled hours. If the hours worked exceed 40 hours in a single work week, that time will be compensated at the rate of one and one-half (1 ½) hours for each 1 hour of overtime worked.
3. All unused compensatory time accumulated July-October, November-February and March-May will be paid out three times per year. Cash compensation for said overtime will be paid out in November, March, and June.
4. Accumulated compensatory time will be exhausted before sick, personal, and vacation time is utilized. Compensatory time may not be taken for consecutive days **without prior authorization** from their supervisor.
5. Employees may choose to have excess time and overtime paid out monthly or may accumulate their compensatory time for one or more months before they are paid out.

**Travel Time:**

When traveling for the District, including District approved professional development travel requested by the employee, if it is pre-determined that the professional development will benefit the District, the employee shall keep track of their time as outlined below and record the time on a timesheet:

- a. Travel during the employee’s regularly scheduled work hours will be paid at the employee’s regular rate.
- b. If travel is required before or after the employee’s regularly scheduled work hours the District will pay from Rupert to lodging and from lodging to Rupert, including any drive or flight time.
- c. Conference/meeting attendance during the employee’s regularly scheduled work hours will be paid at the employee’s regular rate.
- d. If conference/meeting attendance goes beyond the employee’s regularly scheduled work hours all additional time should be recorded on the timesheet.
- e. If there is a speaker during a meal, that time can also be recorded. Time for “lunch on your own” will not be included.



**LEGAL REFERENCE:** Idaho Code § 67-5302; Fair Labor Standards Act

**ADOPTED:** February 2, 1993

**AMENDED/REVISED:** March 5, 1997, November 15, 1999; June 16, 2014;  
March 16, 2020; December 19, 2022; January 27, 2023