

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

OVERTIME COMPENSATION AND COMPENSATORY TIME NONTEACHING STAFF

General Guidelines for Compensatory Time Off

- A. Compensatory time off, in lieu of overtime compensation, is not allowed unless approved by the Deputy District Superintendent or District Superintendent.
- B. Overtime compensation through payroll and in accordance with regulations promulgated by the Fair Labor Standards Act will be paid for approved overtime.

General Guidelines for Overtime Compensation

- A. The Deputy District Superintendent or Directors are authorized to approve overtime work using the appropriate forms to document per the approved procedure.
- B. Required overtime will be reported on time sheets, approved by the Deputy District Superintendent or Director and submitted to the business office.
- C. Operation and Maintenance overtime will be assigned by the Superintendent of Buildings and Grounds following approval by the Deputy District Superintendent.