

CARMEL CLAY SCHOOLS

Hourly Employee Overtime Procedures

These procedures apply to all Carmel Clay Schools (CCS) hourly employees.

A. **RESPONSIBILITY:**

In accordance with the Fair Labor Standards Act (<http://www.dol.gov/whd/flsa/>), CCS has the responsibility to and is committed to paying hourly employees for all hours worked and to paying overtime for all hours worked over 40 hours in a work week. The CCS work week begins on Sunday and ends on the following Saturday.

B. **DEFINITION OF WORK:**

An employee is working whenever the employee is performing the job duties. This includes time spent by coming in early, staying late, working through lunch or logging in to work on email or other computer network items at any time. The employee is working if the employee is performing job tasks, whether or not the employer has “given permission” to do the work.

C. **DUTY TO REPORT HOURS WORKED:**

Part of an employee’s job duties include keeping track of and accurately reporting hours worked. Employees who do not do so are not performing their job correctly. Supervisors who do not monitor the hours their employees work or who suggest or instruct employees to not record their hours are also not performing their jobs correctly. Employees who do not report hours worked and supervisors who do not appropriately monitor the reporting of hours are subject to discipline.

D. **ADDITIONAL HOURS:**

CCS expects that an employee will be able to perform their job tasks in the normal work week absent unusual circumstances. It is those circumstances which would justify an employee working additional hours. If an employee is consistently working extra hours, then supervisors need to review whether the employee has too much to do or is not working efficiently.

E. **ACCESSING COMPUTER NETWORK/EMAIL:**

Employees are not expected to routinely log in to the computer network to check email or do other work outside the scheduled work day. Employees who “check email” briefly outside the work day or who have email forwarded to a smartphone or other device just to “stay in touch” do not have to record each time they check in. But if the employee is spending more than a couple of minutes to do this, the employee needs to record and report that time. While accessing the computer network, employees should be mindful of the CCS Responsible Use Policy. This policy is available at http://policy.ccs.k12.in.us/policy_texts/1591.

F.

DEFINITION OF OVERTIME:

Employees who work less than a 40-hour week will receive their hourly rate for all hours up to 40 hours a week and 1.5 times their hourly rate for hours over 40 hours a week. For example, an employee whose normal work week is 37.5 hours and who works 42 hours in a week will receive additional pay at the hourly rate for 2.5 hours and 1.5 times the hourly rate for 2 hours. For purposes of calculating overtime, CCS considers paid time off as hours worked.

G.

COMPENSATORY TIME OFF:

CCS does not permit compensatory time. However, CCS does permit, subject to supervisor approval, flex time during the same work week. For example, if an employee works one hour over their normally scheduled day, the employee may leave work one hour early on another day during the same work week.

Questions pertaining to these procedures should be directed to the Human Resources Office.