

**PERSONNEL**

5336

Overtime for Classified Employees

Non-exempt classified employees who work more than forty (40) hours in a given workweek may receive overtime pay of one and one-half (1½) times the normal hourly rate. The Superintendent or direct supervisor must give prior authorization for overtime work of a classified employee in excess of 5 hours per month. In emergency situations (defined as imminent harm or loss of property), staff are encouraged to perform duties necessary to immediately mitigate emergency situations while attempting to contact their supervisor as soon as is reasonable.

Under Montana law and the Federal Fair Labor Standards Act, a classified employee may not volunteer to work without pay in an assignment similar to the employee's regular work.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

Legal Reference:	29 U.S.C § 201, <i>et seq.</i>	Fair Labor Standards Act
	Title 39, Chapter 3, Part 4	Minimum Wage and
		Overtime Compensation
	Admin. R. Mont. 24.16.2501—2581	Overtime Compensation

Policy History:

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