

A. Prior to performing any overtime, the need for such overtime will be determined and, if found necessary, will be recommended by the individual's immediate supervisor and approved by the Superintendent.

B. Employees will be paid overtime as follows:

1. Pay will be based on the individual's current rate of pay.

2. Time and one-half will be paid for:

a. All time worked beyond eight (8) hours on any one day, including all work, regardless of classification.

b. All Saturday, Sunday, and legal holiday time with the following exceptions:

Any regular employee whose five (5) day, forty (40) hour week includes Saturday and Sunday shall not be paid overtime for Saturday work. Insofar as possible, workweek assignments which include Saturday and Sunday shall be made only to those employees who voluntarily accept such appointments. Workweek assignments which include Saturday and Sunday will be made only if it becomes imperative to the security and maintenance of District property and educational programs.

Except as otherwise required by the Ed. Code, State of California, on call intermittent employees working fewer than forty (40) hours in any one week, including Saturday and Sunday, shall not be paid overtime rates for Saturday and/or Sunday work.

c. In order that regular employees may have an opportunity to supplement regular salaries, they shall have first call to serve as substitutes for absent employees, provided that the assumption of the added work does not interfere with the performance of the regularly assigned duties and that the employee is qualified to perform the work of the absentee, and does not constitute the payment of overtime unless no other permanent employee is available. If no regular staff member wishes to substitute, on-call personnel will be used.

3. Double time will be paid for time worked beyond 12 hours on any one day, including all work regardless of classification.