

## OVERTIME

Blue Oak Charter Council supports the importance of fair labor practices and following scheduled work hours in order to manage the resources of Blue Oak Charter School (BOCS), prevent accidents to fatigue and support employees in quality work/life balance.

BOCS defines overtime as hours worked beyond the employee's standard schedule. The standard schedule is the employee's regularly scheduled working time as defined in their employment contract and follows legal guidelines regarding minimum or maximum limits. "Overtime" that qualifies for compensation refers to any amount of time worked in addition to those hours and will comply with legal guidelines.

BOCS wishes to ensure employees are consistently and correctly compensated for the time they put into their job duties, minimize incidents of overtime abuse, loss of productivity, health and safety risks and other issues. To facilitate this BOCS will review workloads to eliminate overtime wherever possible, will agree on overtime needed before the overtime occurs, record overtime hours accurately and consistently, calculate overtime pay according to legal pay rates.

Blue Oak Charter School will comply with the provisions set forth in the Fair Labor Standards Act (FLSA). Classifications designated as exempt shall not be paid overtime and classifications designated as non-exempt shall receive overtime pay as applicable.