

## **EMPLOYEES - Series 400**

### **412 Support Employees - Compensation/Benefits**

#### **412.1 Compensation**

Salaries shall be subject to annual review and modification. Salaries may be amended at the discretion of the board (usually once a year).

Each non-exempt employee compensated on an hour-by-hour basis, whether full or part time, permanent or temporary, will be paid no less than the Federal Minimum Wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee shall be compensated at one and one-half times his/her regular hourly wage rate or at one and one-half hours of compensatory time for each hour of overtime worked. Overtime will not be permitted without prior authorization of the employee's immediate supervisor.

Each non-exempt employee that works more than forty hours in a given work week shall be given the option to choose his/her form of compensation. The employee shall not be allowed to change the form of compensation once they have informed their supervisor of their choice. Compensatory time shall accumulate up to thirty hours of regular time (forty-five hours of compensatory time).

Each non-exempt employee paid on an hour-by-hour basis must complete, sign and return in a daily time record showing the actual number of hours worked. Failure of the employee to maintain or falsification of such records will be grounds for disciplinary action.

It is the responsibility of the superintendent of schools to maintain records and to establish regulations and procedures to comply with this policy and the requirements of the law, particularly the Fair Labor Standards Act.

Adoption Date: July 15, 1987

Review Date: February 21, 2008

Revision Date:

Legal Reference: Fair Labor Standards Act 29 U.S.C. Secs. 206 et. seq.  
29 C.F.R. Secs. 511-800.  
Garcia v. San Antonio Metropolitan Transit Authority,  
83 L.Ed. 2d 1016, 105 S.Ct. 1005 (1985).  
Iowa Code Sections 20.1; 20.9

Cross References: 411.1 Definition of Support Personnel  
411.3 Qualifications, Recruitment & Selection of District Personnel  
411.5 Contracts for Support Personnel