

EMPLOYEES - Series 400

412 Support Employees - Compensation/Benefits

412.5 Wage/Overtime Compensation

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 prevailing 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 their regular hourly wage rate. This compensation shall be in the form of overtime pay or compensatory time. Overtime will not be permitted without prior authorization of the employee's immediate supervisor.

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

It is the responsibility of the business manager to maintain wage records.

Adoption Date: December 12, 2000

Review Date: March 13, 2008

Revision Date:

Legal Reference: Garcia v. San Antonio Metropolitan Transit Authority, 469 U.S. 528 (1985).
29 U.S.C. Section 206 et seq. (1988).
29 C.F.R. Pt. 511-800 (1993).

Cross Reference: 411.5 Support Employee Contracts
412.1 Support Employee Compensation