

Overtime and Flex Time

Section 1. General. It is the general policy of the school district that non-exempt employees not work over forty (40) hours during a work week to complete their normal duties. However, the school district recognizes that there may be occasions which require employees to work beyond their established work hours. For such situations, the Superintendent or designee shall determine whether it is necessary for non-exempt employees to work overtime hours. Employees shall be required to perform all overtime hours assigned to them by their immediate supervisor.

Section 2. Scope. This administrative guideline applies to all EACS employees and all managers, supervisors, and employees should be familiar with the contents of this policy. The information in this administrative guideline does not supersede any legally binding agreements with employees covered under a collective bargaining agreement.

Section 3. Definitions.

1. Work week. A work week is a regular recurring period of 168 hours in the form of seven (7) consecutive 24 hour days. East Allen County Schools' work week begins on Saturday and ends on Friday each week.
2. Non-exempt employees. Non-exempt employees are employees that are subject to the wage and hour laws established by the Fair Labor Standards Act (FLSA). Non-exempt employees must receive overtime pay at the rate of one and a half times their regular rate of pay for each hour worked above 40 hours a work week.
3. Exempt Employees. An exempt employee is a worker who is not subject to the minimum wage and overtime requirements of the US Federal Labor Standards Act (FLSA). Exempt employees are not eligible to earn overtime pay.
4. Flex Time. Flextime at East Allen County Schools is a work schedule that differs from the standard operating hours but does not change the total number of hours worked in a week.

Section 4. Eligibility.

1. Non-exempt employees are to be compensated for work performed in excess of the normal full-time work week.
2. Exempt employees are not eligible for overtime.
3. Administrators are not eligible for overtime time.

Section 5. Project Approval.

1. Administrators should seek approval from the Assistant Superintendent of Curriculum and Instruction, the Assistant Superintendent of School Management and Special Programs, Director of Human Resources, or the Director of Special Education prior to non-exempt employees working overtime for specific projects.
2. The Assistant Superintendent of Administrative Services should be consulted to verify the availability of funds for overtime payment prior to the work being performed.

Section 6. Payment of Overtime

1. The Superintendent or designee will approve overtime payment to non-exempt employees who work overtime.
2. Payment of overtime compensation shall be made in accordance with Section 7 of the Fair Labor Standards Act and the Indiana Department of Labor for all overtime hours worked.

Section 7. Flex Time.

1. Flextime is a provision that gives employees the flexibility to perform their assigned duties outside of conventional business hours and is intended to promote work-life balance.
2. A flextime schedule is not appropriate for all positions, or in all settings, or for all employees and it should not negatively affect the workload or productivity of coworkers either by shifting burdens or creating delays and additional steps in the work flow.
3. No employee is entitled flextime; however, where possible, flextime will be granted to employees to help accommodate outside commitments.
4. Flex time requests will be reviewed and approved/denied by supervisors on a case-by-case basis.
5. Flex time requests must be submitted to supervisors in advance.
6. Flex time examples are as follows:
 - a. Extended lunch - Extended lunch period offset by additional time at the start and/or end of the work day.

- b. Compressed lunch - Compressed lunch period offset by reduced time at the start and/or end of the work day.
- c. Individualized start and end times with varied hours on a given day, but the total number of hours worked within the week is 40 hours.
- d. Individualized start and end times with varied hours by day and are outside building operational hours for a designated period of time.