

Kerrville ISD
133903

OVERTIME PROCEDURES:
NONEXEMPT EMPLOYEES

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Teachers/Certified Professionals and Administrators are not governed by the overtime and compensatory time mandates of the United States Code and U.S. Department of Labor Regulations.

Both hourly and monthly salaried employees may be qualified for overtime and/or compensatory time. The superintendent shall determine the classification of positions as “exempt” or “nonexempt.”

All nonexempt employees shall be compensated on an hourly basis for all hours worked and shall be compensated for overtime at 1½ times the regular hourly rate. Nonexempt employees must receive prior approval from their supervisor before engaging in overtime work.

Compensatory time may be awarded rather than overtime payment upon mutual consent of both the supervisor and employee. Compensatory time must be awarded at 1½ hours for each hour of overtime work performed.

The school administrator approving compensatory time is responsible for keeping an accurate record of compensation time awarded. This time shall be recorded on a KISD regulation Time Sheet just as paid overtime is recorded.