

**DEFINITION OF WORKWEEK, OVERTIME, AND COMPENSATORY TIME**

All classified employees shall be considered subject to the minimum wage and overtime provisions of state and federal law unless specifically shown to be exempt.

**Workweek**

For the purposes of calculating overtime, the District defines the workweek as beginning on Sunday and ending on Saturday. ~~Note: Under state law, a workweek is a seven-day period. Ensure that your definition of workweek meets this standard.~~

**Overtime Restrictions**

Non-exempt employees are restricted from working more than 40 hours a week without prior written permission from the immediate supervisor. Non-exempt employees who work more than 40 hours a week without authorization are subject to disciplinary action up to and including discharge.

The immediate supervisor shall determine whether it is necessary for non-exempt employees to work overtime hours. Non-exempt employees shall be required to perform all overtime hours assigned to them.<sup>1</sup> Supervisors are charged with ensuring that employees do not work overtime hours except as assigned. Failure to enforce this requirement may result in discipline of the supervisor.

**Recordkeeping**

Accurate records shall be kept of hours worked by all classified employees. The Business Manager shall institute a system of recordkeeping.

**Compensation**

Overtime hours will be compensated in accordance with the Fair Labor Standards Act and the North Dakota Department of Labor Regulations.

Employees will be reimbursed with overtime compensation in accordance with law for all overtime worked unless the District and employee agree to compensatory time off in lieu of overtime pay. Employees shall be notified of this arrangement before performance of overtime work.<sup>2</sup>

If an employee is employed for two or more different positions which have different rates of pay, the District will pay the employee overtime compensation based upon the weighted hourly rate or may enter into an agreement with the employee, before the work is performed, to pay overtime at the regular overtime

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<sup>1</sup>You have the right to assign overtime hours unless the overtime hours assigned are excessive.

<sup>2</sup>Certain restrictions apply if an employer and employee agree to compensatory time off in lieu of overtime pay. [Please refer to exhibit DCBB-E.](#)

<sup>3</sup>This agreement would be beneficial to the District only if the overtime hours could be controlled so that they were always at the lower rate.

rate of pay for the actual work performed after the first forty hours of work in that work week.<sup>3</sup>

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Complementary Documents

- DCB-E, Compensatory Time Off Law

**End of Dickinson School District #1 Policy DCB..... Amended: 12/12/16**

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<sup>3</sup>This agreement would be beneficial to the District only if the overtime hours could be controlled so that they were always at the lower rate.