

SUPPORT STAFF SUPPLEMENTARY PLANS

Overtime

Overtime shall be paid to **hourly** employees for work over and above the standard 40-hour week, in accordance with the Federal Labor Standards Act.

All overtime work shall require the advance approval of the employee's **administrator or director**. ~~principal and/or other immediate supervisor.~~

Custodians shall be paid at overtime rates for any evening services rendered in connection with specially scheduled school activities or community use of school buildings.

Custodians' claims for payment of overtime shall be approved by the **employee's administrator or director** ~~building principal~~ and forwarded to the business office.

No gratuities may be accepted.

Adopted prior to 1971

Amended: 3/18/78,

LEGAL REF.: ~~KG~~ **KF** - Community Use of School Facilities
GBCA – Staff Conflicts of Interest

~~Department of Public Schools, Augusta, Maine~~