

NON-REPRESENTED 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~~