



2.3. Overtime. Non-exempt employees are entitled to additional compensation or compensatory time off, when they work over 40 hours per week.

2.3.1. All overtime for pool staff must be authorized in advance by the Aquatic Manager, District General Manager or designee, unless due to an emergency, in which case approval must be obtained as soon as reasonably possible.

2.3.2. Overtime pay is calculated at one and one-half (1.5) times the regular rate of pay for all hours actually worked over forty (40) hours in one week. Time that is paid, but not actually worked, like sick leave, vacation or holidays, does not count as “hours worked” when computing overtime. Nonexempt employees are prohibited from engaging in “off-the-clock” work.

2.3.3. A nonexempt employee may request compensatory time off in lieu of overtime payment. Compensatory time off must be requested by the employee and authorized by the Aquatic Manager, District General Manager or designee. Compensatory time is accrued at the rate of one and one-half (1.5) hours for each hour of overtime work. Compensatory time must be used within thirty (30) days of the time it was earned and authorized. Any accrued compensatory time not used within 30 days or prior to an employee’s termination from service will be paid out using the employee’s regular rate on the next paycheck.

2.3.4. Exempt employees are expected to work whatever hours are necessary to complete their work. They do not receive overtime or compensatory time.

