

Adopted: February 13, 2014
Revised: February 13, 2023

COMMUNITY OF PEACE ACADEMY POLICY No. 4.3.2 SALARY AND WAGE COMPENSATION SYSTEM

I. PURPOSE

It is the purpose of this policy to define the status of employment and the terms by which an employee may receive overtime and compensatory time.

II. POLICY STATEMENT

Community of Peace Academy will pay wages and salaries as required by law and this policy.

III. DEFINITIONS OF EMPLOYMENT STATUS

- A. Full-time regular employees are generally scheduled to work 40 hours per week.
- B. Part-time regular employees are generally scheduled to work less than 40 hours per week. They may be expected to be available to work additional hours beyond their normal schedule, during peak periods, and to fill in for absences.
- C. Temporary employees are hired short-term, usually less than one year. They may work full or part-time depending upon the nature of their assignment. Temporary employees are not eligible for benefits.
- D. Hourly (non-exempt status) employees are eligible to receive overtime for hours worked in excess of 40 hours in a week. Overtime is paid at time and a half regular rate for hours over 40 that are actually worked in a week.
- E. Salaried employees receive a set salary. Salaried employees who also have exempt status routinely work more than 40 hours per week but receive no extra overtime pay. Exempt employees may be subject to different pay provisions for time off work than hourly employees and exempt employees' pay is not subject to reduction for working less than 40 hours per week, except in certain situations authorized by the Fair Labor Standards Act.

IV. OVERTIME

A. Overtime Calculation and Payment.

1. Any overtime must be at the request of the employee's supervisor and approved in advance.
2. Overtime is paid to non-exempt employees for all hours worked exceeding 40 hours per week at a rate of one-and-a-half times the employee's regular hourly rate. Only those hours that the employee actually works will be included in the calculation. This means that holidays, vacations, or sick days are not counted as hours worked for this purpose.
3. There may be occasions when work hours are exchanged on an hour-for-hour basis *during the same payroll week*. If an employee works more hours than their normal schedule, any day during a week, the employee's supervisor may ask the employee to reduce their hours on another day during the same week, so the total hours do not exceed 40 for that week.

V. OVERTIME REQUIREMENTS

- A. It is important for supervisors to monitor overtime and compensatory time violations. If employees fail to adhere to overtime and compensatory time guidelines, including, but not limited to, working overtime without approval or falsifying timesheets, disciplinary action will be taken. All overtime work must be compensated, regardless of whether or not it was approved.
- B. Neither employees nor Community of Peace Academy may waive their rights or obligations under the Fair Labor Standards Act or agree to accept less or pay less than the required overtime rate.

Legal Reference: 29 U.S.C. §§201-219 (Fair Labor Standards Act)