

## Mountain Home Public Schools

### Comp-time/Over-time Procedures

1. Over-time normally may only be earned by non-certified and non-exempt personnel as defined in the Fair Labor Standards Act.
2. Accumulation of over-time or comp-time is permissible only if requested and approved in advance.
3. The appropriate application form must be used in all cases and submitted to the principal/supervisor, then forwarded to the superintendent's office. (See Comp-time/Over-time Application Form)
4. All over-time or use of comp-time for three hours or more (per week) must be approved in advance by the superintendent or assistant superintendent. The principal or supervisor may approve up to three hours of over-time or comp-time per week. (Note: Over-time and comp-time are sometimes used with the same meaning.)
5. Application should not be made for over-time unless it is for 30 minutes or more at a time.
6. Accumulation of over-time or comp-time will be on a straight time basis for all hours (total of regular and over-time) worked under 40 hours per week. Accrual of over-time or comp-time will be on the basis of time-and-one-half for the hours worked over a total of 40 hours during the work week.