

**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Overtime/Compensatory Guidelines	Descriptor No: AD PER23	Effective Date: 11/21
Reviewed/Revised:		

1 **OVERTIME PAY OF SUPPORT PERSONNEL**

2 Overtime is defined as hours physically worked in excess of forty (40) hours per week. When overtime is
3 required, non-exempt employees will be compensated for these hours worked. Exempt employees are not
4 eligible to receive overtime pay. If an employee volunteers their time as unpaid but is performing the
5 same or similar duties as their regular job, then these hours must be compensated as hours worked. When
6 an employee is requested to work overtime hours, the following shall apply:

7
8 **COMPENSATION FOR UNSCHEDULED HOURS**

9 Overtime hours must be approved by the employee's immediate Supervisor and Director of
10 Schools/designee before the overtime occurs unless in emergency or unusual situations. The employee
11 may choose to be paid time and one half (1 ½) or accrue comp time at the same rate. For the
12 Murfreesboro City Schools system, the maximum number of compensatory hours that a non-exempt
13 employee may accumulate is sixty (60) hours which is forty (40) hours of overtime work.

14
15 All unused comp time (accrued as a result of overtime) not used by the end of each fiscal year (June 30th)
16 will be paid to the employee. Supervisor must communicate comp time to the Human Resources
17 department. When requesting to use comp time, the employee must go into Skyward and request the
18 comp time. Comp time can be requested on an hourly basis.

19
20 **OVERTIME PAY**

21 If the immediate supervisor determines that comp time off cannot be granted without being unduly
22 disruptive to the operation of the facility, overtime pay may be authorized. Overtime pay shall be paid for
23 all hours worked over forty (40) hours per week. All payment for overtime shall be processed through the
24 payroll department.

25
26 **ESP COMP TIME**

27 When MCS central office is closed, it is encouraged that as many as possible full time exempt ESP
28 employees take that time off. If an ESP full time exempt employee is needed to work, they will receive a
29 comp day. Any unused comp time accrued by exempt ESP employees as a result of the central office
30 being closed will be forfeited as of June 30.

31
32 **MCS CENTRAL OFFICE COMP TIME**

33 The majority of the time when MCS is closed due to inclement weather, central office personnel and
34 twelve month employees have the option of reporting to work. Central office and other twelve month
35 employees are advised to use their own discretion in coming to work. Employees will not be penalized
36 for not coming to work. However, if an employee deems they can make it to work, they will receive a
37 comp day which must be used before June 30th or forfeited.

38
39 When the decision is made to close schools, the Director of Schools may elect to fully open Central
40 office. If this is announced, all central office and all twelve month personnel should report to work.
41 These employees must take a vacation or personal day if they need to be absent.

43 **TERMINATION OF EMPLOYMENT**

44 If a non-exempt employee leaves Murfreesboro City Schools, they will be paid for all accrued comp time
45 in their last payroll check which they accrued as a result of working overtime.

Board Policies – 2.802
5.110