

**Policy 9510.1**

**OVERTIME FOR NON-INSTRUCTIONAL PERSONNEL**

Overtime shall be kept to a minimum and shall be construed as additional services under exceptional conditions.

Authorization for overtime for custodial personnel shall be the responsibility of the Building Principal. The Building Principal shall be provided with a code from which he/she is to budget the moneys for overtime.

In cases of overtime work for the secretarial staff under a Building Principal, authorization of the overtime shall be the responsibility of the Building Principal and shall not be delegated.

Overtime wages will be determined by the appropriate labor agreements.

All moneys owed as of the end of any fiscal year shall be paid no later than July 30 of the following fiscal year.

Adopted: February 24, 1998

July 1999