

# Clatsop Community College

**Code:** 4.110  
**Adopted:** Unknown  
**Revised:** 11/21/02

## **OVERTIME - CONFIDENTIAL CLASSIFIED STAFF**

Confidential classified employees are prohibited from working more than forty (40) hours per week without prior approval of their supervisor. Hours worked in excess of this limit are considered overtime. Employees' work schedules must be approved by their supervisors.

Overtime must be requested by the immediate supervisor or employee in advance and be approved by the administrator in charge of that area.

When overtime is necessary, the supervisor is to make every effort to allow compensatory time off as soon as possible. Unless there are exceptional circumstances, approved by the President, all compensatory time must be taken within thirty (30) calendar days of the date accrued. Compensatory time off will be at the rate of time and one-half for overtime hours worked.

If overtime is allowed and compensatory time cannot be taken within thirty (30) calendar days, the employee will be paid at the rate of time and one-half for hours worked overtime. The employee's supervisor shall be responsible for advising the payroll office concerning the option selected.

END OF POLICY

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### Legal References:

Fair Labor Standards Act, as amended, 29 U.S.C. Sections 206 and 207

ORS 279.340; 653.261

OAR: 839-020-0030; 839-020-0040

Orig. Code: 365