

BOARD POLICIES	METRO TECHNOLOGY CENTERS OVERTIME (BP-7011)	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

It shall be the policy of this Board that no overtime shall be worked by any employee without the express consent of the supervisor before the overtime is worked. An employee may not obligate the District for any payment for overtime worked that was not approved in advance by the appropriate manager or supervisor.

Supervisors are made responsible for the amount of overtime used in their departments. Chief Officers are made responsible for overseeing the amount of overtime used. Use of excessive overtime or approval of its use may lead to disciplinary measures.

2.0 LEGAL REFERENCE: 29 U.S.C.A. 201 (Fair Labor Standards Act), 61 O.S. § 3, 70 O.S. § 5-117.A.14

3.0 CROSS REFERENCE: N/A

4.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
September 11, 1995	A	Adopted
September 22, 2003	B	Reformatted
December 15, 2003	C	Legal references reviewed and revised as necessary
November 22, 2004	D	Revised

5.0 PCF FRAMEWORK #: 6.4.1 Develop and manage reward, recognition, and motivation programs

***** End of Policy *****