



FAIR LABOR STANDARDS ACT CHANGES FAQ

WHO IS AFFECTED BY THESE CHANGES?

All non-teaching, non-administrative employees being compensated at or below \$47,476 annually or \$913 weekly are eligible for overtime pay above 40 hours per week beginning on December 1, 2016. **Teachers and teaching substitutes are not included and are not eligible for overtime.**

HOW DO I REQUEST/APPROVE OVERTIME?

Each employee will request overtime **prior** to working over 40 hours/week using the ESC Extra Duty timesheet, available on www.escco.org. Once the hiring manager/administrator and the employee have signed the form, the employee is able to earn overtime. Failure to follow these policies will result in not receiving payment for unapproved overtime and may lead to possible disciplinary action for failure to follow administrative procedures.

GUIDELINES FOR EMPLOYEES:

- Get all overtime approved prior to working in excess of 40 hours per week.
- Do not take work home or come in after hours without prior approval.
- You cannot volunteer to do work you were hired to do.

WHAT IS COMPENSATORY TIME?

Employees hired through the ESC are eligible for compensatory time and supervisors may follow the guidelines in the [ESCCO staff handbook](#). Compensatory time is earned at a rate of time and one half and must be used within 30 days of accrual. (Note: COG employees are not eligible for compensatory time).

HOW DO I REQUEST/APPROVE OVERTIME FOR NON-TEACHING SUBSTITUTES?

Non-teaching substitutes are unable to apply for positions that would exceed 40 hours a week on the Absence Management (AESOP) system. However, a hiring manager or a district is able to waive this prohibition and allow a substitute to fill an absence beyond 40 hours. The overtime accrued by that employee will be billed to the hiring district that approved the overtime.