

## **Hours of Work**

The school principal will establish the hours of work per day and per week on the basis of need. Occasions may arise which will require employees to work hours outside the parameters of the normal work schedule. Principals will provide as much advance notice as possible. Overtime is paid for non-exempt employees who work more than 40 hours in any work week. Overtime is paid at one and one-half times the normal hourly rate. The work week is from Saturday at 12:01 AM to Friday midnight. Overtime must be approved by the Principal prior to being worked. Non-exempt employees working unauthorized overtime may be subject to disciplinary action. Principals have the responsibility to see that non-exempt employee's hours do not exceed the established work hours. (Contracted school employees are exempt employees. Full time teacher and principal contracts are based on a 7-hour work day with an unpaid lunch period).