

**GCA Compensation and Work Assignments (See GAN)**

**GCA**

Employees shall be paid according to pay rates established by the board. Payment shall be made at the established pay date following the end of each pay period.

Work Assignments

Subject to board approval, the executive director shall develop time schedules for all employees. Work assignments for employees shall be made by the executive director.

Workweek For the purposes of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 a.m. Monday until 11:59 p.m. Sunday.

Classification of Employees

For purposes of compliance with the Fair Labor Standards Act (FLSA), the executive director shall ensure that all job positions are classified as exempt or nonexempt and that employees are made aware of such classifications.

Overtime

No non-exempt employee shall work more than 40 hours per week without the prior written permission of the appropriate supervisor. The executive director and supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act are followed. All nonexempt employees shall be compensated for overtime worked, at a rate of one and a half times their normal rate of pay for any hours worked over 40 in a workweek.

Nonexempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay will be provided only if an employee works more than 40 hours in a workweek.

Compensation for Out-of-Town/Overnight Trips

When personnel are required to be out of town on service center business, they shall be compensated in the following manner:

Regular or overtime pay as appropriate for time away from assigned work site MINUS:

1. Eight hours for sleep when overnight;
2. Reasonable time for meals (normally one hour per meal); and
3. Time used exclusively for pleasure or personal business.

Approved: SCKESC Board of Directors – 4/2010, 10/2014, 5/2015

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