

PERSONNEL  
EXTRA PAY FOR EXTRA WORK/OVERTIME

Support Staff Overtime Computation Specific Circumstances

Saturday Meetings

Time spent on the assignment plus the time required to drive directly to the meeting and directly home will be paid at the employee's regular hourly rate for hours worked up to 40 in a work week, and at 1-1/2 times the regular hourly rate for hours worked in excess of 40 in a work week.

Committee Meetings in Evening

Compute time from the close of the regular working day until return home immediately following meeting.

Committee Meetings Outside of Association Office During Regular Working Hours

Compute time needed to arrive at meeting on time in the morning. If the time is greater than normal commuting time from home to workplace, the employee will be paid for that extra time. Compute time needed to leave meeting, if after 5:00 p.m., until arrival home directly from meeting. If that time is greater than normal commuting time from regular workplace to home, the employee will be paid for that extra time.

Committee Meeting in Association Office After Regular Working Hours

Compute overtime from 5:00 p.m. until end of meeting.

Annual Workshop

Employees assigned to Workshop in Atlantic City will be paid for all hours worked beyond the normal workday of 7 hours.

Commute time paid in accordance with Committee Meetings Outside of Association Office During Regular Working Hours above.

Other Conferences

Working hours as required.

Computing Overtime Pay

For the purpose of computing overtime pay according to this policy, a work-week is defined as the seven day period Monday through Sunday. In order to receive overtime pay, (paid one-half times the regular hourly rate), support staff must have worked more than 40 hours in one work week. Earned time off in any

**N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

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leave category will not count toward the 40 hours. In order to be eligible for twice the hourly rate for approved work on Sunday, staff must have worked a minimum of five hours of overtime on Saturday.

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