

**North Orange County Regional Occupational Program  
OVERTIME PAY/COMPENSATORY TIME OFF  
ROP AR 4253**

## **Administrative Regulation**

### **Classified Personnel**

Overtime will be allowed when specifically authorized in advance by the Superintendent or designee in accordance with the law and ROP regulations.

Overtime will be authorized only for special jobs to which the employee is assigned. An eight-hour day and 40-hour week are recognized as the standard work week of classified employees. Overtime will be paid in salary or in compensatory time off. Work authorized beyond these standards shall be compensated for at one and one-half times the regular rate of pay.

Employees who are required to perform special duties outside of the standard work day and work week shall be guaranteed a minimum of two hours pay at one and one-half times their regular rate, providing such duties involve time which is not an extension of the regular work day and which results either from the employee being summoned from home in an emergency or from a pre-arranged agreement.

The standard school month shall be considered to be 22 days if a daily rate is to be established. Approved overtime earned in any month will be paid in the following pay period.