

**SUPPORT STAFF SUPPLEMENTARY PAY PLANS**  
(Check with Rich and Contract)

Support staff employees will be paid overtime wages for work performed in excess of 40 hours in a work week.

In counting hours for the purpose of allowing overtime work and pay, supervisors will consider sick leave, vacation time, and holidays as time worked.

Every effort must be made to minimize overtime by scheduling duties during the regular workday. Overtime will be authorized only by the Superintendent and only to cover emergency situations. All such work will be assigned on a fair and equitable basis.

SOURCE: MASC

CROSS REF.: GDB, Support Staff Contracts and Compensation Plans

**NOTE: This category is useful for policies/regulations on overtime pay, special compensation for voluntary assignments, and procedures for making such assignments.**

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