

**BOARD OF EDUCATION**  
**Cherry Hill, New Jersey**

**POLICY 4243**

**OVERTIME PAY**

A. Office Employees

1. All office employees (excluding supervisory) will be compensated for hours worked in excess of thirty-five (35) hours per calendar week at the rate of one and a half (1-1/2) times their hourly pay.
2. In determining hours worked, credit of seven (7) hours will be granted for each authorized paid holiday.
3. In determining hourly rate for salaried employees, the annual twelve-month contract salary will be divided by 1820 and rounded to the nearest penny.
4. Such payments will be made only on the basis of approval by the appropriate supervisor prior to the actual time being worked.

B. Operational Employees

1. All operation employees (excluding supervisors) will be compensated for hours worked in excess of forty (40) hours per calendar week at the rate of one and a half (1-1/2) times their hourly rate. Secretarial/clerical employees will be compensated for hours worked in excess of thirty-five (35) hours per calendar week at the rate of one and a half (1-1/2) times their hourly rate.
2. In determining hours worked for operation employees, credit of eight (8) hours will be granted for each authorized paid holiday. Secretarial/clerical employees will be credited with seven (7) hours for each paid holiday.
3. In determining the hourly rate for forty hour employees, the annual contract salary will be divided by 2080 and rounded to the nearest penny. For thirty-five hour employees, the annual contract salary will be divided by 1820 and rounded to the nearest penny.
4. Any hours worked on a holiday shall be compensated at time and a half the employee's hourly rate as calculated above plus the holiday pay. Any hours worked on a Sunday shall be compensated at two (2) times the employee's hourly rate as calculated above.
5. Such payments will be made only on the basis of approval by the appropriate supervisor prior to the actual overtime being worked. (over)

*Legal References:*            *None at this time*

Formerly Policy GCRD (1), GCRD (2)

Adopted:        8/21/67  
Amended:      10/20/75, 10/16/78  
Renumbered    3/26/02