

## Guidelines for applying straight time/overtime/double time

### **EEA - teachers**

Are EXEMPT employees and overtime does not apply

### **ADMINISTRATORS/PROF TECH LEVEL A-F**

Are EXEMPT employees and overtime does not apply

### **NON REPRESENTED - PROF TECH G-I/VAN DRIVERS CAMPUS SECURITY/MUSIC ASSIST**

Hours **worked** over 40 hours per week would be overtime  
time not worked (holidays,sick, vacation, or non work day)  
would be subtracted from hours worked per week

### **SEIU-custodian, food service, info technicians**

Hours worked over 8 hours per day would be overtime  
All work performed on Saturdays shall be overtime  
All work performed on Sundays shall be double time  
time not worked (sick, vacation, personal)  
would be subtracted from hours worked per **day**

### **EAEOP- office professional group \***

Hours **worked** over 40 hours per week would be overtime  
time not worked (sick, vacation, personal)  
would be subtracted from hours worked per week  
Holidays do not count against 40 hours per week  
Work on holidays requires written authorization from supervisor and is  
paid at double time

### **EAP - paraeducator groups**

Hours **worked** over 40 hours per week would be overtime  
time not worked (holidays,sick, personal or non work day)  
would be subtracted from hours worked per week

### **Nurses**

Hours **worked** over 40 hours per week would be overtime  
time not worked (holidays,sick, personal or non work day)  
would be subtracted from hours worked per week

### **Trades**

Hours worked over 8 hours per day would be overtime  
and up to 12 hrs. All hours on Saturday or over 12 hrs per day will  
be paid at double time. All work performed on Sunday, Holidays, or  
Non Work day shall be paid at double the straight time  
time not worked (sick, vacation, personal)  
would be subtracted from hours worked per **day**

\*If you use flex/comp time off during a week those hours should be factored  
in and would be subtracted from total hours worked that week.