MULTIPLE EMPLOYMENT ASSIGNMENTS

Employees are permitted to work multiple assignments as long as the combination of those assignments does not make it likely that the technology center will be required to pay the employee overtime. No employee is permitted to work more hours than he/she is authorized.

Employment benefits will be granted based on the employee’s primary position unless otherwise provided by law. The primary position is the position in which the employee works the most hours.

Exempt Employees

School administrators and teachers are exempt from overtime payments, and other employees may also be exempt based on the duties they perform. Exempt employees will not be employed in multiple positions if such employment would jeopardize the employee’s exempt status. Exempt employees may be assigned an extra duty such as activity sponsor, etc. and receive a stipend in accordance with the terms of an extra duty contract.

Non-Exempt Employees

Support personnel and others who are not exempt from overtime payment must work a total of forty (40) hours per week or less in all positions unless they have prior written authorization from a supervisor. Supervisors may only permit overtime under unusual or extraordinary circumstances. Any individual who violates this policy is subject to disciplinary action, up to and including termination.

Non-exempt employees who work multiple positions at different hourly rates will be paid for authorized overtime at a blended rate.