

**Joint Communication from 4CD and Local 1
on Issues Related to Overtime for Classified Professionals**

8/7/2025

Dear Classified Professionals and Managers,

This communication serves as a reminder of the overtime provisions in our Collective Bargaining Agreement (CBA), as well as the use of compensatory time (comp time) as a substitute for overtime pay. We also cover issues related to the assignment of field trips for classified professionals.

Key Overtime Provisions from the CBA

1. Overtime Compensation:

- o Employees are entitled to one and one-half (1½) times their regular rate of pay for overtime. (20.8.1)
- o All overtime must receive prior approval from the immediate supervisor. (20.8.6)
- o Overtime applies to:
 - Work in excess eight (8) hours in any workday or forty (40) hours in any workweek. (20.8.2.2-3) For those on 9/80 or 4/10 schedules, the overtime rate shall be paid for all hours worked in excess of ten (10) hours per day. (23.1.6)
 - Work on a holiday. (20.8.2.1)
 - Work on the sixth (6th) and/or seventh (7th) consecutive days of the workweek, depending on hours worked in the preceding week. (20.8.2.5) For those on 9/80 or 4/10 schedules, work performed on the fifth, sixth and seventh days, or work performed on holidays, or work performed in excess of forty (40) hours per week shall be compensated at the overtime rate. (23.1.6)

2. Compensatory Time Off:

- o Compensatory time may only be substituted for overtime pay if there is mutual agreement between the employee and their immediate supervisor. Employees cannot be required to substitute comp time for overtime pay. Absent an explicit agreement to use comp time, overtime should be paid. (20.8.9)
- o When substituted for overtime pay, comp time is accrued at a rate of one and one-half (1½) hours for every one (1) hour of overtime worked. It is not an hour-for-hour calculation. (20.8.9)
- o Comp time must be used during the pay period in which the overtime was worked. Comp time accrued but not used shall be paid as overtime work that month. Comp time may not accrue into future pay periods. (20.8.9)

3. Work Schedule Adjustments:

- o Temporary adjustments to work schedules must not be used solely to circumvent overtime provisions. For example, one should not be told to take a regularly scheduled Friday off because management needs an employee to work on Saturday and wants to avoid paying overtime. (21.9)
- o Work schedules may be adjusted during any day or week on a temporary basis by agreement between the supervisor and employee. For example, an employee may request to come in early and leave early on a given day or may substitute one workday for another with agreement from the supervisor. If management needs to require an employee to change a work schedule on a temporary basis without agreement, at least seven (7) days' advanced notice must be given. (21.9)

4. Travel, Field Trips and Related Duties:

- o In general, travel during regular working hours is almost always compensable. Once active travel is complete, and an employee is free to use time for personal pursuits, such time is no longer considered work time and is therefore not compensable, even if the employee must remain away from home overnight. (HR Procedure 3200.10)
- o When attending field trips or similar activities fall outside the regular job duties for a classified professional, if attendance is required, managers must ensure all overtime work is pre-approved and appropriately compensated per Article 20.8.
- o Employees have the right to overtime pay or mutually agreed-upon comp time for work beyond regular hours during field trips. The employee and supervisor should agree to the details before the trip.
- o Generally, the District does not pay overtime for time spent traveling to or attending conferences. If an employee is a passenger on a train, boat, bus, car or plane outside of working hours, then that time is not compensable (HR Procedure 3200.10)

Local 1 and 4CD HR are available to help answer questions. We encourage managers and employees to reach out whenever clarifications or more information would be helpful.