



**FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT**  
**Human Resources Department**

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**M E M O R A N D U M**

DATE: August 10, 2021  
 TO: All Hourly Staff, Supervisors, Principals and Executive Directors  
 FROM: Ivory McDaniel-Ilgenfritz, Executive Director of Human Resources  
 Re: Overtime Use and Management

The Human Resources Department would like to review the use and management of overtime for all hourly employees, and their supervisor. If you have any questions on the use and management of overtime, please contact our Human Resources Coordinator at extension 11381 or [human.resources@k12northstar.org](mailto:human.resources@k12northstar.org). Salaried and substitute teacher employees are not eligible for overtime.

*All overtime must be approved in advance by the employee's direct supervisor.*

	<b>Classified Support Staff (ESSA)</b> <b>Ref: Article 7.14 of Negotiated Agreement</b>	<b>Temporary Workers &amp; Other Hourly Paid Staff</b>
<b>Overtime Definition</b>	Support staff are paid overtime for all hours worked in their regular position over eight (8) hours a day, or forty (40) hours per week.  Time worked over the employee's normal work week that is under eight (8) hours a day, or forty (40) hours per week also requires supervisor approval.  Please refer to Article 7.14(a) for work week information.	Temporary employees are paid overtime for all hours worked over forty (40) hours per week.
<b>Pay rate</b>	Overtime is paid at the rate of 1.5x the employee's regular hourly wages for time worked over eight (8) hours a day, or forty (40) hours per week.  Time worked over the employee's normal work week that is under eight (8) hours a day, or forty (40) hours per week will be paid at the employee's regular hourly rate.	Overtime is paid at the rate of 1.5x the employee's regular hourly wages.
<b>Pay Period</b>	The pay period begins at 12:00 a.m. on Monday morning and ends at 11:59 p.m. on Sunday evening.	
<b>Approval</b>	All overtime <b>must be approved in advance</b> by the employee's supervisor except in urgent situations, as defined by the supervisor. While employees will be paid for all overtime hours worked, employees who fail to obtain approval prior to working hours that extend beyond their normal approved workday/week will be subject to disciplinary action.	
<b>Comp Time</b>	Compensatory time is <b>not permissible</b> . Compensatory time is defined as paid time off, in lieu of overtime pay, granted to an employee for working hours above and beyond the regular workday/week.	
<b>Volunteering</b>	Employees <b>may not volunteer</b> to perform the same types of services/duties which they are employed to do.	
<b>Reporting to Work</b>	Employees may not perform work related activities when reporting early or staying late to their workplace/station unless approved in advance by their supervisor.	