School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
November 3, 2025

Standard Operating Procedure
Non-Exempt Employee Overtime

PURPOSE:

To establish a procedure for overtime for School Board Office and School Board Members' non-exempt staff members.

SCOPE:

At the May 17, 2025, School Board Retreat, the Board reached consensus to work with their staff, to the best of their ability, to ensure that flex time and set hours would be used for Staff Assistants in order to avoid using overtime. The School Board Office also uses a similar structure to support a 40-hour work week for non-exempt staff.

Per Regulation 4660, "*overtime shall be minimized by appropriate scheduling during the regular workday. Overtime work shall be authorized in advance of work being performed to cover only unusual working requirements or emergencies.*"

ROLES:

Staff Assistants to Individual School Board Members: Staff Assistants should work with their School Board Member to set a 40-hour work week on a regular basis based on the needs of the office.

Non-exempt School Board Office Staff: Non-exempt School Board Office Staff should regularly meet with their supervisor to maintain a 40-hour workweek. (Administrative Assistant I, Support Technician I, and Support Technician II)

School Board Members: School Board Members who have Staff Assistants should work with their employees to maintain a 40-hour workweek. They will also be responsible for approving any overtime in advance and notifying the Clerk of any pre-approved overtime.

Clerk and Deputy Clerk to the School Board: The Clerk Team is responsible for maintaining a 40-hour workweek for non-exempt employees within the School Board Office. The Clerk is responsible for approving overtime for School Board Office staff and for working with School Board Members to ensure that they are using flex time and minimizing overtime for School Board Staff Assistants in accordance with the Board's May 17, 2025, retreat consensus. The Clerk is also responsible for maintaining the budget item covers any overtime funds used.

Time and Attendance Processor (TAP): The TAP is responsible for running overtime reports and alerting the Clerk to overtime used that may not have been reported in advance by School Board Members.

TIMELINE:

The workweek for all School Board employees shall begin at 12:01 a.m. on Saturday and end at midnight the following Friday.

Staff assistants and non-exempt School Board Office staff should review their schedules with their supervisor at the beginning of the work week to ensure that a 40-hour schedule is set. In addition, they should meet midweek with their supervisor to review their hours and determine if flex time must be used during the week.

If overtime has been used it should be added to MyTime (See User Guide) once approved by their supervisor. The supervisor should immediately notify the Clerk if overtime hours are used.

GUIDELINES:

For eligible hours up to 40 hours per week, including those hours worked in outside of an employee's regular work schedule, pay shall be calculated at the regular hourly rate of the employee.

Non-Exempt School Board Office staff and School Board Staff Assistants should monitor their hours worked to ensure they work within their contracted hours. Staff should work with their supervisors to establish their hours within a 40-hour workweek. If the hours worked vary from week to week, staff should ensure they and their supervisors agree on their hours for the week and on when, if needed, flex time will be used to maintain a 40-hour workweek.