

**SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME  
(CLASSIFIED)**

**FILE: GDBC**

**TITLE: Overtime Pay During Emergencies**

**POLICY:**

- (1) When an emergency is declared by the Superintendent and selected employees are required to work while other employees are off and are being compensated during the time of the declared emergency, those employees selected to work shall be paid time and one-half (1 ½) for all hours of required work. The foregoing provision applies only to employees eligible for overtime pay under the Fair Labor Standards Act.
- (2) After approval from the executive cabinet representative, the principal or department head shall forward the request for overtime pay to the Payroll Department within five (5) business days after the termination of the declared emergency.

**SPECIFIC AUTHORITY:** Sections 1012.22(2); 1012.23; 1012.27; 1012.68, Florida Statutes

ADOPTED: 12/13/05

REVISED: 05/10/16