

# POLICY

SOMERSET COUNTY  
BOARD OF EDUCATION

**Date Submitted:**

**Number:**

**700-59**

**Date Reviewed:**

August 19, 2014

**Subject:**

Compensatory Time

**Date Approved:**

September 15, 2014

**Date Effective:**

September 15, 2014

**1. PURPOSE**

To establish an approved compensatory time policy for all eligible employees of the school system.

**2. ELIGIBILITY**

- A. Employees that are classified as non-exempt/hourly support staff personnel are eligible for compensatory time. The Human Resources Department will determine eligibility based upon the individual's job duties and in conjunction with Federal and State guidelines.
- B. Administrators and Supervisors are eligible for two additional compensatory days per year as per the negotiated agreement. This time is to be used for specific projects outside of the normal scope of the individual's daily responsibilities.
- C. Employee classifications not listed in A or B above are **not eligible** for compensatory time off.

**3. PROCEDURE**

- A. The accumulation of compensatory time for work outside of the scheduled work day and subsequent time off shall be **pre-approved** by the employee's supervisor. There are no exceptions.
- B. Documentation of the work done during the approved compensatory time period shall be submitted to the employee's supervisor. The attached form should be used.
- C. All compensatory time "off" requests shall be submitted to the employee's supervisor prior to 24 hours of the requested time off. The request shall be submitted on a standard employee leave form.
- D. All Supervisors shall maintain a log of compensatory time earned and taken for each employee. The logs are subject to audit by the Human Resources and/or Finance Departments.
- E. Compensatory time earned shall be used within 30 days of time being earned.

This policy will be reviewed annually or when there is an immediate need for revision.

**Reference: Annotated Code of Maryland 17.04.11.02  
Fair Labor Standards Act to Employees of State and Local Governments**