

OVERTIME AND COMPENSATION TIME

It is the policy of the Board of Education that no employee shall work overtime without the prior approval of the Superintendent. Employees may elect by written agreement to take compensation time off instead of overtime pay. All compensation time must be used within the fiscal year in which it was earned. Specific days off must be approved in advance by the Superintendent.

When at the employee's selection, compensatory time is granted in lieu of cash payment for time worked in excess of 40 hours in a workweek, it will be at the rate of one and one-half hours for each hour worked in excess of 40 hours for all nonexempt employees. The purpose of compensatory time is to provide the Superintendent/supervisor with an alternative to cash payment of overtime. A nonexempt employee may work more than 40 hours a week only after having obtained prior approval or instructions from the Superintendent. The following guidelines apply to the accrual and usage of compensatory time.

1. Compensatory time will be recorded when it is earned and used the same as annual leave. Annual and sick leave are accrued during the use of compensatory time.
2. Compensatory time may be accrued to a maximum of 240 hours in a fiscal year (160 hours of overtime at time and one-half equals 240 hours of compensatory time).
3. All compensatory time must be used or paid as overtime by June 30 of each fiscal year.
4. All compensatory time must be used or paid as overtime prior to transfer or termination of an employee.
5. The Superintendent may direct that an employee use accrued compensatory time.