

R 8-33-2 Compensatory Time

If it is agreeable with the employee, overtime work may be substituted for regular working hours during the normal workweek (compensatory time). However, compensatory time may only be granted in those instances when the employee's supervisor obtains prior approval from the Superintendent or his/her designee. Guidelines for granting and using compensatory time are as follows:

- ❖ Approved compensatory time shall be granted at the rate of one and one-half hours of compensatory time for each hour of overtime worked.
- ❖ A written agreement between the Board and employee exist prior to the performance of work and that agreement must be recorded in the employer's record of hours worked.
- ❖ Employees may accumulate a maximum of 40 hours of compensatory time at any particular time during the fiscal year.
- ❖ Employee shall schedule the use of compensatory time with the supervisor granting the compensatory time.
- ❖ Compensatory time may not be redeemed during the opening and closing two weeks of school.
- ❖ Compensatory time must be taken before an employee may use any personal leave, annual leave, or leave without pay.
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- ❖ The Board reserves the right to refuse the use of compensatory time if such use would unduly disrupt the employee's job duties.
- ❖ Employees may be disciplined for failure to comply with the Board's compensatory time procedures.
- ❖ In all cases, compensatory time must be used prior to the end of the fiscal year (June 30). If an employee is unable to use all compensatory time earned during the allotted time due to the work requirements, s/he will receive compensation for the unused compensatory time at his/her current regular hourly rate of pay,
- ❖ At the termination of employment, unused compensatory hours will be paid at a rate of compensation not less than:
 - The average regular rate received by such employee during the last three years of service; or
 - The final regular rate received by such employee, whichever is higher.