

Compensation Time – Non Contract Employees

Compensation time may occur when an unanticipated increase in the employee's work load requires service beyond the normal work hours. Regular full time employees working 40 hours per week are eligible for compensation time with authorization of their supervisor. Compensation time will be one and one half times the hours worked in excess of forty hours worked per week.

Use of compensation time must be approved in advance by the employee's supervisor. Appropriate notations on the employee's time cards will occur.

Compensation will not be carried for more than thirty (30) days. The employee's supervisor may extend the thirty (30) days, if it is in the best interest of the district. Employees will not be allowed to accrue excessive amounts of compensation time. When practical, compensation time will be used before sick, personal or vacation leave. Supervisors will monitor employee's accruals and insure that when compensation time reaches more than twenty hours appropriate accommodations occur for the district and the employee

Policy History:

Adopted on: 03/25/2008

Revised on: 05/24/2011

Revised on: 02/25/2014