

ADMINISTRATIVE PROCEDURE

EDUCATIONAL SUPPORT PERSONNEL -

Compensatory Time Use

The following relates to compensatory time use:

1. Comp time can only accumulate to 40 hours.
2. Overtime beyond 40 hours per week shall be paid at the employee's regular hourly rate on a time and one-half basis or compensatory time off at that rate may be granted at the discretion of the supervisor. Personnel employed less than 40 hours a week shall be paid at their regular rate until 40 hours have been accumulated that week, and then overtime goes into effect. Compensatory time may not be used during a week in which overtime pay is requested. Compensatory time can only accumulate to 40 hours.

ADOPTED: December 6, 1994

REVISED: August 15, 2013