

OVERTIME/COMPENSATORY TIME

In order to qualify for overtime or compensatory time, an employee must have been directed by his/her supervisor to work the additional hours beyond his/her regular work week. The direction must precede the fact.

The supervisor is expected to keep accurate, up-to-date records of all overtime or compensatory time earned and give prior approval for its use.

Employees covered by this policy and procedure are limited to earn no more than fifteen (15) hours of compensatory time per week.

Unless special permission is granted by the Superintendent, employees may accrue no more than twenty-four (24) hours of compensatory time, and it may be used in conjunction with vacation time. Compensatory time must be used within two (2) weeks of earning the overtime or be paid as overtime.

Adopted: July 1984

Revised: December 1987

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