

**LACKLAND INDEPENDENT SCHOOL DISTRICT
COMPENSATORY TIME AFFIIDAVIT**

Accumulation:

- ❑ Accumulation of time earned will apply to time worked in excess of eight (8) hours per day, but only if in excess of the number of hours scheduled for the workweek. For example: In a 40-hour workweek, compensatory time will be earned if 40+ hours are worked, but in a 32-hour workweek (4-day week), compensatory time will be earned if 32+ hours are worked.
- ❑ Compensatory time earned for receiving and making calls to schedule substitutes [while off duty] will be based on the actual time spent on the phone. All time earned shall be rounded up to the nearest 15-minute interval and posted on the **Veritime** timekeeping system within the appropriate workweek.
- ❑ Compensatory time worked in excess of the workweek, but less than 40 hours will be accumulated at regular time.
- ❑ Lunch breaks are not work hours; therefore, if an uninterrupted lunch break is not taken the lunch break becomes work hours. It is an employee's responsibility to inform his/her supervisor if any lunch breaks are missed and additional work hours have been earned.
- ❑ Compensatory time worked in excess of the workweek will be accumulated at 1 ½ times.
- ❑ No accumulation will be allowed for time worked in increments of less than 15 minutes.
- ❑ Formal submission of compensatory time shall be via the **Veritime** system. All hours worked must be "swiped" and/or "entered" into the **Veritime** system within the appropriate workweek.
- ❑ Compensatory time worked must be pre-approved by the administrative supervisor. Employees may be subject to disciplinary action for violation of this requirement.

Accumulation vs. Compensation:

- ❑ Nonexempt employees will not be required to work by an administrative supervisor in excess of the normal workday, without accumulation of compensatory time or without compensation at the appropriate rate of pay.
- ❑ If the total number of working hours in the current workweek exceeds 40 hours, nonexempt employees will be compensated, with *compensatory time* or *paid compensation*, at 1 ½ times.
- ❑ An agreement must exist prior to the time the work is performed whether compensatory time or paid compensation will be provided, subject to the approval of the administrative supervisor and the availability of funds. **Lackland ISD will by default compensate nonexempt employees in compensatory time unless notified otherwise by the administrative supervisor.**
- ❑ Accumulated compensatory time should be used during the week it is earned, but must be used during the school year in which it is earned.
- ❑ Accumulated compensatory time shall not exceed 60 hours at any given time.

Use of Accrued Compensatory Time Balance:

- ❑ Compensatory time balances will be reflected on all nonexempt employees' pay stubs, and will be provided to the immediate supervisor on a leave status report available from the payroll department.
- ❑ All compensatory time balances should be exhausted as quickly as possible, subject to the approval of the administrative supervisor on an approved AESOP absence transmittal.
- ❑ Nonexempt employees absent from duty shall apply compensatory time, if any, prior to applying any other types of leave such as sick, personal, scheduled days off, etc.
- ❑ The compensatory time earned will not ever lapse or be lost at any time.
- ❑ When a nonexempt employee terminates his/her employment with the Lackland ISD, he/she will be compensated (paid) for the remaining compensatory time at the current rate of pay or the average of the last three (3) years, whichever is higher.

Signature

Date

Printed Name

Campus/Department