

CLASSIFIED STAFF SUPPLEMENTARY PAY PLANS

1. Hours worked means all hours during which the individual is required to be on duty--generally from the required starting time to normal quitting time.
 - A. Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period.
 - B. Break periods of 20 minutes or less count as work time.
 - C. Hours for which an employee is compensated for sick leave, but during which he does not actually work, will not be computed as "hours worked" for the purposes of determining overtime eligibility.
2. Individuals who begin work earlier or work later than their assigned hours must receive prior authorization from their immediate supervisor.
3. Individuals who work more than 40 hours during any work week may be awarded compensatory time off. Compensatory time will be awarded at the rate of one and one-half hours for each hour of overtime worked.
 - A. Compensatory time may be accrued up to 240 hours (160 overtime hours). The employee will be compensated for time worked beyond this maximum accrual at the rate of one and one-half times his regular hourly rate of pay.
 - B. Efforts will be made to permit the use of compensatory time as mutually agreed by the employee and his supervisor; however, when the employee's absence would unduly disrupt the District's operations, the District retains the right to postpone compensatory time usage.
 - C. Individuals with unused compensatory time who are terminated or who terminate their employment will be paid for unused compensatory time according to the following:
 1. the rate of compensation will not be less than the average regular rate received by the employee during the last three years of his employment or the final regular rate received by the employee, whichever is higher and
 2. employees covered by this policy are required to complete a daily time record showing actual hours worked. Failure to maintain, or falsification of, such records may be grounds for disciplinary action.

[Adoption date: August 6, 1991]