

MAYPEARL INDEPENDENT SCHOOL DISTRICT ADMINISTRATIVE POLICY

COMPENSATORY TIME

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 worked in excess of the workweek, but less than 40 hours will be accumulated at regular time.
- Lunch breaks are not work hours and employee should clock out; 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 40 hours in the workweek will be accumulated at 1 ½ times.
- Compensatory time worked in excess of 40 hours plus personal paid time off used in the workweek will accumulate at regular time.
- Formal submission of compensatory time shall be via the Time & Attendance system. Assumed time will not be allowable for compensatory time. All hours worked must be logged into the Time & Attendance 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.
- Compensatory time worked outside of the employee's work calendar must have certificate with hours earned and be signed off by administrative supervisor.

Accumulation vs. Compensation:

- No paraprofessional employee will be required to work by an administrative supervisor in excess of the normal workweek, 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, the paraprofessional will be compensated, with *compensatory time*, 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. Maypearl ISD will compensate in compensatory time, unless notified otherwise by the administrative supervisor and approved by the superintendent.
- 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 absence reasons in the Absence Management system in half-day and full-day increments and will be provided to the immediate supervisor on a compensatory time 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.
- Paraprofessionals absent from duty shall apply compensatory time, if any, prior to applying any other types of leave such as local, state, scheduled days off, etc.
- The compensatory time earned will not ever lapse or be lost at any time.
- When a paraprofessional terminates his/her employment with the Maypearl ISD, he/she will be compensated (paid) for the remaining compensatory time at the current rate of pay.

Signature

Date

Printed Name

Campus/Department