

## COMPENSATORY TIME PROCEDURES

1. Compensatory time must be taken during the current fiscal year in which it was authorized.(CTA/CU/PROTECH/CWA)
2. The principal or appropriate administrator must authorize in advance the earning of compensatory time. (CTA/CU/PROTECH/CWA)
3. Compensatory time includes but is not limited to REQUIRED attendance at school related activities, programs, teacher conferences, projects, building maintenance and supervision before or after the scheduled work day. (CTA/CU/PROTECH/CWA)
4. Each school/worksite will keep a uniform Compensatory Time Log for each employee in a central location designated by the appropriate administrator. (CTA/CU/PROTECH/CWA)
5. Except in an emergency, compensatory time must be requested with at least 24 hours notice in advance using the district Request for Absence/Leave Form. (CTA/CU/PROTECH/CWA)
6. Full day(s) of compensatory time may be taken with prior approval of the administrator to ensure that the operation of the school or department can continue. (CTA/CU/PROTECH/CWA)
7. Accrued hours shall be limited to a maximum of 40 hours. At the end of the year compensatory time accrued by non-exempt employees will be paid no later than June 29.(CU/CWA) Employees moving to new positions will be paid out for unused compensatory time(CU/CWA). Payroll will develop a uniform record for the payment of unused compensatory time.
8. The work week for compensatory time shall run from 12:01 AM on Sunday to 12:00 midnight on Saturday.
9. Mandatory training must be completed by all administrators and they must provide training to employees under their supervision.



**PROTECH UNIT  
ARTICLE V  
WORKING CONDITIONS**

**A. General Provisions**

**5. Compensatory Time:**

**A. Non-Exempt Employees:**

When an employee is required or requested to perform functions before or after the regular workday, this time may be used as compensatory straight time if less than 40 hours in a work week and granted by the appropriate administrator. Pre-authorized work performed by employees in excess of forty (40) hours in a work week shall be compensated at a rate of one and one-half or compensatory time at one and one-half hours. This choice is at the option of the employee. An employee who has requested use of compensatory time shall be permitted by the employer to use compensatory time in a reasonable period after making the request if the user does not unduly disrupt the operation of the School Board.

1. Compensatory time must be taken during the current school year in which it was granted. Employees are limited to a maximum of forty hours of accrual. Compensatory time accrued at the end of the year will be paid in accordance with the Fair Labor Standards Act.
2. For purposes of overtime or compensatory time computation, only time actually worked will be considered, except paid holidays shall be used as a basis for computing overtime.
3. Management will determine which employees will be assigned overtime work.
4. All reasonable requests to attend school recognition ceremonies for their children during the employee's workday will be approved by their supervisor. Time will be approved when it results in minimum disruption of the educational program. Employees may use compensatory or personal leave.
5. The work week for overtime or compensatory time computation shall run from 12:01 AM on Sunday to 12:00 midnight Saturday.

**B. Exempt Employees:**

All work outside the regular workday shall be compensated either monetarily or with compensatory time. ProTech members shall not be required to perform functions on their regularly scheduled days off. Use of such time will be approved by the administrator with a result of minimum disruption of educational program. Compensatory time must be taken during the current school year in which it was earned.

1. Compensatory time must be taken during the current school year in which it was granted. Employees are limited to a maximum of forty hours of accrual.
2. For purposes of compensatory time computation, only time actually worked will be considered, except paid holidays shall be used as a basis for computing overtime.
3. All reasonable requests to attend school recognition ceremonies for their children during the employee's workday will be approved by their supervisor. Time will be approved when it results in a minimum disruption of the educational program. Employees may use compensatory or personal leave.
4. The work week for overtime or compensatory time computation shall run from 12:01AM on Sunday to 12:00 midnight Saturday.

**CLASSIFIED UNIT  
ARTICLE V  
WORKING CONDITIONS**

A. General Provisions:

5. Compensatory Time: When an employee is required or requested to perform functions before or after the regular work day, this time may be used as compensatory straight time if less than 40 hours in a work week and granted by the appropriate administrator. Pre-authorized work performed by employees in excess of forty (40) hours in a work week shall be compensated at a rate of one and one-half or compensatory time at one and one-half hours. This choice is at the option of the employee. An employee who has requested use of compensatory time shall be permitted by the employer to use compensatory time in a reasonable period after making the request if the use does not unduly disrupt the operation of the School Board.
  - a. Compensatory time must be taken during the current school year in which it was granted. Employees are limited to a maximum of forty hours of accrual. Compensatory time accrued at the end of the year will be paid in accordance with the Fair Labor Standards Act.
  - b. For purposes of overtime computation, only time actually worked will be considered, except paid holidays shall be used as a basis for computing overtime.
  - c. Management will determine which employees will be assigned overtime work.
  - d. All reasonable requests for classified unit employees to attend school recognition ceremonies during the school day for their children will be approved by the principal. Time will be approved when it results in a minimum disruption of the educational program.
  - e. The work week for overtime compensation shall run from 12:01 AM on Sunday to 12:00 midnight on Saturday.

**CLASSROOM TEACHERS ASSOCIATION  
ARTICLE IV  
TEACHING CONDITIONS**

**B. Compensatory Time – (Ratified 09/28/2013)**

**1. Events/Activities/Functions**

Teachers shall not be required to attend school events or perform functions outside the regular 7.5 hour work day beyond a maximum of 6 hours per year. All work outside the regular work day shall be compensated either monetarily or with compensatory time. Teachers shall not be required to attend school events or perform functions on weekends or holidays. Use of such time will be approved by the administrator with a result of minimum disruption of the educational program. In approving requested use of compensatory time, no request will be unjustifiably denied. Compensatory time must be taken during the current school year in which it was earned.

**2. Meetings: Faculty/Staff/Professional Development**

- a. In addition to the regular workday, employees shall not be required to remain longer than ninety (90) scheduled minutes per month for meetings. In addition, meetings will not exceed sixty (60) scheduled minutes at any one session beyond the regular workday.
- b. The principal and BLPT will work to develop a schedule of annual meetings to be provided to staff at the start of each school year. Changes to the yearly schedule will be provided to staff in a timely manner except in an emergency.
- c. Compensatory time will be earned by staff, when monetary compensation is not awarded, for attending meetings held beyond the regular 7.5 hour workday. In-service points may also be earned if appropriate.
- d. If it becomes necessary to schedule meetings on teacher workdays, the length of the meeting shall not exceed one hour. No meetings shall be scheduled on professional development days.

**COMMUNICATION WORKERS OF AMERICA  
ARTICLE 4**

**HOURS OF WORK AND OVERTIME PAYMENT**

- 4.1 All employees who work in excess of four (4) continuous hours in the work day shall be granted a relief period during their work day, as work conditions permit.
- 4.2 When an employee is required or requested to perform functions before or after the regular work day, this time may be used as compensatory straight time if less than 40 hours in a work week and granted by the appropriate administrator. Pre-authorized work performed by employees in excess of forty (40) hours in a work week shall be compensated at a rate of one and one-half or compensatory time at one and one-half hours. This choice is at the option of the employee. Use of such time will be approved by the appropriate administrator with a result of minimum disruption of the educational program. In approving requested use of compensatory time, no request will be unjustifiably denied. Compensatory time must be taken in the current school year in which it was granted. At the end of the school year compensatory time accrued will be paid.
- 4.3 Overtime compensation and compensatory time is time actually worked. This means that days not actually worked such as unpaid holidays and other unpaid leaves of absence will not count toward the hours per week to qualify for overtime pay or compensatory time.
- 4.4 The employer will determine which employees will be assigned overtime work. Overtime work will be distributed equally as is economically practical among those employees who normally perform the work.
- 4.5 Extracurricular Trips
- a. Employees assigned to extracurricular field trips as determined by Article 19 - 19.6, shall be paid at the established rate provided for in the salary schedule for such trips. For hours worked over forty (40) in a work week employees will be paid at one and a half times the weighted average hourly rate for that work week.
  - b. Employees who volunteer for extracurricular trips will be compensated only for hours actually on duty as required by the trip's sponsor.
  - c. When an extracurricular trip necessitates lodging, it will be provided by the trip's sponsor. However, no driver will be required to share a room with a non-employee of the school district.
  - d. Drivers will normally be furnished meals for out of district trips by the sponsor. If a meal is not provided then the driver may apply for and receive a meal allowance using the District's "Out of District Travel Expense Report" which designates the current approved meal reimbursement rates.

Reimbursement will be made based on the following schedule:

- 1. Breakfast - When travel begins before 6 A.M. and extends beyond 8 A.M.
- 2. Lunch - When travel begins before 12 noon and extends beyond 2 P.M.

3. Dinner - When travel begins before 6 P.M. and extends beyond 8 P.M.

The driver must make application for the meal reimbursement on a form furnished by the Board and attached to each trip authorization.

4.6 If at any time during the term of this contract, the employer's obligations under the Fair Labor Standards Act are changed due to legislation, regulation or administrative or court decision, the parties shall immediately meet and renegotiate the overtime provisions of this contract to conform with the changed obligations.

4.7 The work week for computing overtime shall run from 12:01 A.M. on Sunday to 12:00 midnight Saturday.