

COMPENSATORY TIME PROCEDURES

1. Compensatory time must be taken during the current fiscal year in which it was authorized. (CTA/CU/CWA)
2. The principal or appropriate administrator must authorize in advance the earning of compensatory time. (CTA/CU/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/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/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/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/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. Mandatory training must be completed by all administrators and they must provide training to employees under their supervision.

CTA

ARTICLE V

TEACHING CONDITIONS

- C. When a teacher is required or requested to perform functions uncompensated for before or after the regular school day, this time will be as compensatory time and granted by the appropriate administrator. 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 granted.

CU

ARTICLE VIII

WORKING CONDITIONS

A. General Provisions:

1. Full-time employment is considered to be for thirty-seven and one-half (37 ½) hours per week. Management will establish the basic workday and work week and hours of work best suited to meet the needs of the individual schools and departments. 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.

In approving requested use of compensatory time, no request will be unjustifiable denied.

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 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. When a Classified Unit member is required or requested to attend meetings before or after their scheduled work day by their Principal or Administrative Supervisor, the employee will be compensated either in time off or additional pay.
5. Each new employee shall receive a verbal orientation and a written job description from their immediate supervisor or designee within the first ten (10) working days of employment.
6. An employee, while acting within the scope of his/her employment, who is a victim of a student assault, shall be entitled to receive reimbursement for property damages resulting from the assault if the employee can substantiate such to his/her immediate supervisor and the Superintendent. The maximum amount eligible for reimbursement in any one accident is \$200.00.

Principals are responsible for scheduling duty rosters to provide for supervision of students. When appropriate, duty rosters will reflect more than one employee to supervise groups of 32 or more students assembled in common areas.

7. If an employee is overpaid due to error, he/she shall repay said monies pursuant to a written schedule equal in time to that period for which the error was made. In no event, shall the number of scheduled payments be less than two. However, if an employee terminates with the District all scheduled payments shall become due at the time of termination.
8. Principals will implement a procedure for handling bomb threats in accordance with recommendations made by appropriate law enforcement agencies. No employee will be required to search for bombs.
9. Each member of the bargaining unit shall be admitted, without charge, to any school sponsored athletic event in which his/her student body participates provided such member will aid in such necessary supervision as directed by the principal.
10. The Board agrees to:
 - a. provide a lockable space for each CU employee
 - b. provide all materials needed to perform their duties
 - c. provide off street parking
 - d. provide all CU employees with access to a computer/work station that is connected to the district's established electronic communication system including necessary passwords to utilize said system. In addition each CU employee will be provided with an e-mail address on the district's system.
11. There shall be twenty-four (24) hours notice for all staff and district wide meetings except in the case of an emergency.

CWA

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.