

Classified Compensatory Time Form

USER INSTRUCTIONS: ALL COMPENSATORY TIME MUST BE PRE-APPROVED BY YOUR ADMINISTRATOR.

Form purpose: Use this form to track compensatory time. Compensatory time is in lieu of overtime pay at the rate of one and one-half (1-1/2) times the number of overtime hours worked. All compensatory time must be pre-approved by your building administrator. Additional information regarding compensatory time can be found on the back of this form.

Where to submit this form: Submit this completed form to your administrator/supervisor at the end of each work month.

Instructions:

1. Fill out this form completely to document earned compensatory time.
2. Submit this completed form to your administrator/supervisor at the end of each month.

Retention: This document should be kept in the building/department for 4 years.

EMPLOYEE REQUIRED INFORMATION:

Employee Name: _____				EE ID: _____	
Month: _____				Year: _____	
Day of Month	Overtime Hours Worked in Excess of 8 Hours per Day or 40 Hours per Week	Comp. Time Used	Totals	Name of the Admin who Pre-Approved	
1			0		Hours must be indicated in 1/4 hour increments. Enter ACTUAL hours WORKED.
2			0		
3			0		
4			0		
5			0		
6			0		How the calculation works: (if you complete the form electronically it is calculated automatically) 1) multiply the total number of hours in the "overtime hours worked" column by 1.5. example: 6 x 1.5 = 9 2) subtract the total number of hours in the "comp. time used" column from the number in step 1 above. example: 9 - 2 = 7 3) add the number from step 2 to your beginning comp time balance. This will result in your ending comp time balance for the month.
7			0		
8			0		
9			0		
10			0		
11			0		
12			0		
13			0		
14			0		
15			0		
16			0		
17			0		
18			0		
19			0		
20			0		
21			0		0
22			0		Beginning Comp Time Balance as of the 1st of the Month
23			0		
24			0		0
25			0		
26			0		Ending Comp Time Balance at month end**
27			0		
28			0		**Not to exceed 60 hours for full time employees and 30 hours for part time employees
29			0		
30			0		
31			0		
Total	0	0	0		

Employee Signature

Date

Supervisor Signature

Date

11.1 Work Hours and Time Schedule. The working hours and schedule for all employees shall be determined by the supervisor or building administrator and approved by the Superintendent or designee. Employees currently scheduled to work Monday to Friday shall not be required to work on weekends, except: (1) voluntarily, unless sufficient numbers of persons in the classification fail to volunteer, or (2) in the event of an emergency.

11.1.1 Work Week. A full-time work schedule shall consist of forty (40) hours within the designated workweek, worked on the basis of five (5) consecutive eight (8)-hour days or four (4) consecutive ten (10)-hour days, exclusive of the lunch period. To the extent consistent with the operational needs and requirements of the District, employees will be scheduled on a Monday through Friday basis.

11.1.2 All paid status time of an employee shall be considered as time worked.

11.1.3 Work Beyond Regularly Scheduled Hours. Work time beyond scheduled work hours will be pre-approved in writing, and where pre-approval is not possible, the administrator or supervisor will be informed in writing by the end of the employee's next work day.

11.2 Overtime. Overtime means work performed by employees in excess of eight (8) hours in any one day, other than trade time, described below, or forty (40) hours in a week. Notwithstanding the foregoing, if the District adopts a ten (10)-hour day and a four (4)-day week for any of its employees, such employees shall be allowed overtime compensation for employment in excess of ten (10) hours in any one day. The work week begins on Monday and ends on Sunday.

11.2.1 Overtime Pay. Overtime will be compensated at the rate of one and one-half (1-1/2) times the regular rate of pay for such employment.

11.2.2 Compensatory Time Off. In lieu of overtime pay and with the approval of the administrator or supervisor, or if budgeted funds are not available for the payment of overtime, an employee will receive compensatory time off at the rate of one and one-half (1-1/2) times the number of overtime hours worked. Maximum accumulated compensatory time shall be sixty (60) hours for full-time employees, and thirty (30) for part-time employees. An employee who has accumulated the maximum compensatory time shall be paid for any additional overtime worked in the next regular pay period. Compensatory time will be recorded daily and/or weekly on a form that is readily accessible to the employee, supervisor and HR.

11.3 Trade Time. Trade time is equal time exchanged within the same workweek. Trade time is available by mutual agreement of the supervisor or building administrator and the employee. Employees who are scheduled to take trade time but are unable to do so must notify their supervisor by the next business day and record the actual hours worked on a timesheet.