

4158 Educational Support Personnel - Compensatory Time

Educational support personnel may request compensatory time in lieu of overtime compensation. The decision will be made by the department supervisor in accordance with work load requirements. Such compensatory time will accrue at a rate of one and one-half hours for each hour worked for which overtime compensation would otherwise be required by the Fair Labor Standards Act and Human Resources Policy 4155, Educational Support Personnel Overtime.

Up to a maximum of 40 hours of compensatory time may be ~~accrued~~ **banked** at any given time. A supervisor, with prior approval from the Human Resources Department, may allow this limit to be exceeded for a period of not more than 90 days.

Employee requests to use their accrued compensatory time may be approved only if such use does not unduly disrupt the applicable work needs of the district. Compensatory time used will not be counted as hours worked for purposes of overtime compensation.

An employee who has accrued compensatory time will, upon termination of employment, be paid for any unused compensatory time based on the employee's ~~average hourly rate received during the last three years of employment, or the employee's~~ final regular rate of pay, ~~whichever is higher.~~

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LEGAL REFERENCE(S):

CROSS REFERENCE(S): 4155

ADMINISTRATIVE REGULATION: