

1 REVISION

2
3 First Reading

4
5 Joint School District No. 2, Meridian

6
7 CLASSIFIED PERSONNEL

8
9 Series 400

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12 Policy Title: Compensation Time

Code No. 402.30

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15 Compensation time policy covers unanticipated increases in the regular workload of
16 employees. This policy allows compensation time off with pay equal to one and one-half
17 times the hours worked in excess of 40 hours per week.

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19 ELIGIBILITY

20 Regular, full-time employees working in excess of 40 hours per week, with advance
21 authorization of the principal or district level supervisor, are eligible for compensation
22 time.

23
24 PROCEDURE

25 All compensation time must be authorized in advance by the principal or supervisor.
26 Hours approved for compensation time off must be recorded on the time card and
27 initialed by the building principal or supervisor.

28
29 USING ACCRUED COMPENSATION TIME

30 ~~All compensation time used by the employee must be approved, in advance, by the~~
31 ~~building principal or supervisor.~~ Employees who are absent on compensation time off
32 will not be provided a substitute unless authorized by the Human Resources Director or
33 designee assistant superintendent. Compensation time usage must be recorded on the
34 time card and on the monthly employee attendance form, initialed by the principal or
35 supervisor.

36
37 LIMITATIONS

38 Employees working less than 240 days may accrue up to 3 days or 22.5 hours of
39 compensation time. Employees working 240 days or more may accrue 40 hours or 5
40 days of compensation time (40 hours for custodians). Principals and supervisors are
41 responsible for administering and enforcing the 22.5 hours compensation time
42 maximums. ~~The district custodial supervisor will authorize custodial compensation time~~
43 ~~in excess of 22.5 hours and administer the 40 hours custodial compensation time~~
44 ~~maximum.~~ Compensation time may not be carried forward into the next school year; all
45 compensation time must be used "zeroed out" by June 30 the end of the year by taking
46 all remaining comp. time. Compensation time may not be accrued 30 days prior to the
47 employee's last work day. ~~by school year employees between May 15 and the end of the~~
48 ~~school year.~~

49
50 The personnel Human Resources Director shall maintain a register of FLSA exempt
51 employees. Principals and district level supervisors are responsible for accurate

52 ~~reporting of compensation time. submission of~~ and for submitting time cards to payroll
53 by their employees.

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56 Date of Revision:

57 3/10/03

Legal Reference: Code of Idaho

29 U.S.C. 201, ET SEQ