

ANTHONY INDEPENDENT SCHOOL DISTRICT ADMINISTRATIVE POLICY

COMPENSATORY TIME

Accumulation:

- Compensatory time is available to hourly employees working more than 187 days per school year.
- Accumulation of time earned will apply to time worked in excess of 40-hours per workweek. The workweek is defined as Saturday through Friday.
- Lunch breaks are not work hours; therefore, if an uninterrupted lunch break is not taken the lunch break becomes work hours. It is an employee's responsibility to inform his/her supervisor if any lunch breaks are missed and additional work hours have been earned.
- Compensatory time worked in excess of the workweek will be accumulated at 1 ½ times.
- No accumulation will be allowed for time worked in increments of less than 15 minutes.
- Formal submission of compensatory time shall be made via the Timekeeping system. All hours worked must be "entered" into the Timeclock system within the appropriate workweek using **job code 630**.
- Compensatory time worked must be pre-approved by the administrative supervisor. The "Compensatory Time Pre-Approval" form should be filled out prior to the event, signed by the administrative supervisor, and submitted to Payroll. Employees may be subject to disciplinary action for violation of this requirement.

Accumulation vs. Compensation:

- No hourly employee will be required to work by an administrative supervisor in excess of the normal workday, without accumulation of compensatory time or without compensation at the appropriate rate of pay.
- If the total number of working hours in the current workweek exceeds 40 hours, the hourly employee will be compensated, with *compensatory time* or *paid compensation*, at 1 ½ times their hourly rate.
- An agreement must exist prior to the time the work is performed to accumulate comp time. Anthony ISD will pay overtime unless notified otherwise by the administrative supervisor.
- Accumulated compensatory time should be used timely, but must be used during the school year in which it is earned.
- Accumulated compensatory time shall not exceed 32 hours at any given time.

Use of Accrued Compensatory Time Balance:

- Compensatory time balances will be reflected on all hourly employee pay stubs, and will be provided to the immediate supervisor on a leave status report available from the payroll department monthly.
- All compensatory time balances should be exhausted as quickly as possible, subject to the approval of the administrative supervisor. Comp time may be used in **4 hour increments only**. All hourly employees should use AESOP to record the use of comp time using Absence Reason 631.
- Hourly employees absent from duty shall apply compensatory time, if any, prior to applying any other types of leave such as state, local, vacation, etc.
- The compensatory time earned will not ever lapse or be lost at any time.
- When a hourly employee terminates his/her employment with the Anthony ISD, he/she will be compensated (paid) for the remaining compensatory time at the current rate of pay or the average of the last three (3) years, whichever is higher.

Signature

Date

Printed Name