

## **PERSONNEL SERVICES**

**Regulation 4221**  
**(Form 4221)**

### **Personnel Assignments and Transfer**

#### **Educational Support Staff Duties, Schedule and Working Hours**

The working hours for support staff will be set by the Board of Education based on classification and responsibilities.

Personnel cannot be permitted to trade lunch or break time in order to depart early.

All noncertified employees will record hours work by a district approved time calculation method.

#### **Overtime - Compensatory Time**

Individuals who begin work earlier or work later than their assigned hours must receive prior authorization from their immediate supervisor.

Individuals who work more than forty (40) hours during any work week will be awarded compensatory time off ("comp time") or paid overtime. Comp time or overtime pay will be awarded at the rate of one and one-half hours (1 ½) for each hour of overtime worked.

1. Comp time may be accrued up to two hundred forty (240) hours (160 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half (1 ½) times the individual's normal hourly rate of pay.
2. Every effort will be made to permit the use of comp time at the earliest time mutually agreed upon by the individual and his/her supervisor. However, where the individual's absence would unduly disrupt the District's operations, the District retains the right to postpone comp time usage.
3. Individuals with unused comp time who are terminated or who terminate their employment will be paid for unused comp time at one and one-half ( 1 1/2) times their final hourly rate of pay.

In the event a supervisor wishes to arrange mutually agreeable exchange of a workday (i.e., a weekend, or work on a holiday period day), such an arrangement must be reported to the Superintendent/designee stating:

1. Dates involved.
2. Reason.
3. Exchange date(s) for compensatory time.

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Such exchanges are to be done at the earliest time possible, preferably by the next week, and are to be recorded appropriately on the attendance report.

Compensatory time or overtime pay is not authorized unless approved in advance (except for emergency situations) by the Superintendent/designee upon recommendation of the employee's immediate supervisor. Employees who violate the overtime provision will be subject to disciplinary action.

### **Emergency Closing Days**

In the event schools and offices are closed due to snow, inclement weather, or for any other emergency reason, designated employees will report to work as per the established District procedure.

**Personnel Assignment and Transfer**

**Compensatory Time Off Agreement**

**COMPENSATORY TIME OFF AGREEMENT**

In accordance with the Fair Labor Standards Act, the School District has a policy of granting nonexempt employees compensatory time off in lieu of compensation for hours worked in excess of forty (40) hours per work week. I understand and agree that the School District may elect to give me compensatory time at the rate of one and one-half (1 ½) hours for all hours worked in excess of forty (40) hours per workweek. I also understand that the compensatory time any be limited, used or paid out consistent with the provisions of the School District's policy, applicable law and regulations of the U.S. Department of Labor. I understand that I have the right to use the accumulated compensatory time within a reasonable time provided that I submit a written request for the same to my immediate supervisor no later than two (2) weeks in advance of the requested periods, and further provided that the use of compensatory time during the requested period will not unduly disrupt academic instruction and/or the provision of academic services in the School District.

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date