

**ADDITIONAL TIME, OVERTIME AND COMPENSATORY TIME**

At times a supervisor may wish part-time classified employees to work additional hours to provide needed services. Also, a supervisor may want a part-time or full-time classified employee to work overtime, i.e., more than eight hours in a day, or more than forty hours in a week.

**Procedure**

1. When a supervisor wants a classified employee to work additional hours or overtime, the supervisor shall clearly communicate with the employee how the employee will be compensated for the additional service prior to its commencement. Additional service, whether extra regular hours, or overtime, must be authorized by the supervisor prior to service.
2. If the supervisor agrees to provide compensatory time off (comp time) to an employee in exchange for the additional service hours performed, the compensatory time off shall be utilized by the employee within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the employing district.
3. If extra hours are authorized and incurred in an overtime situation, compensatory time must be allocated at 1.5 hours for each hour of overtime service.
4. The supervisor shall maintain a written record of compensatory time incurred and granted to each employee. The record should include number and type of hours of compensatory time performed, the reason, when incurred and when the compensatory hours were later taken off.
5. If granting compensatory time is not desirable, alternatives may include:
  - a. authorizing pay for additional regular hours or for overtime
  - b. requesting Personnel to hire additional short-term staff
  - c. postponing additional work
  - d. modifying staff work schedule