

## **PERSONNEL SERVICES**

**Policy 4221**  
**(Regulation 4221)**

### **Personnel Assignment and Transfer**

#### **Educational Support Staff Pay Plans**

The Board of Education recognizes that it may occasionally be necessary for non-certified persons to work more than forty (40) hours during a given work week. Whenever such overtime situations occur, the following provisions will be applicable to non-certified persons employed in other than supervisory positions:

1. For purposes of this policy, hours worked means all hours during which the individual is required to go on duty, generally from the required starting time to normal quitting time.
  - a. Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period.
  - b. Break period of twenty (20) minutes or longer do not count as work time.
2. Individuals who begin work earlier or work later than their assigned hours must receive prior authorization from their immediate supervisor.
3. Individuals who work more than forty(40) hours during any work week will be awarded compensatory time off (“comp time”). Comp time will be awarded at the rate of one and one-half hours for each hour of overtime worked.
  - a. Comp time may be accrued up until two hundred forty (240) hours (160 overtime hours). Overtime work beyond this maximum accrual will monetarily compensated at the rate of one and one-half time the individual’s normal hourly rate of pay.
  - b. Every effort will be made to permit the use of comp time at the time mutually agreed upon by the individual and his supervisor. However, where the individual’s absence would unduly disrupt the district’s operations, the district retains the right to postpone comp time usage.
  - c. 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 their final hourly rate of pay.
4. Individuals covered by this policy are required to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may grounds for disciplinary action.

Adopted: December 1988