



## COMPENSATORY TIME POLICY

1. Compensatory time shall apply to non-certificated regular full-time long term assignment (10 month and 12 month) TIU office employees **below the level of program supervisor**.
2. All compensatory time shall be accounted for on a log sheet and maintained by the employee under the supervision of the employee's supervisor.
3. Compensatory time shall be granted for time worked beyond the regular work day or work week at the rate of hour for hour up to a total of 40 hours in one work week; 1 1/2 hours for 1 hour worked after a total of 40 hours have been worked in one work week.
4. Extra pay for accumulated compensatory time may be made upon retirement or resignation or at the discretion of the Executive Director.
5. The supervisor shall determine the need and justification for compensatory time worked.
6. **Prior** approval for compensatory time must be secured from the employee's supervisor.
7. Compensatory time shall be counted by a minimum of 1/4 hour, and should not exceed 14 hours total accumulated.
8. Compensatory time may be carried over from one year to another.