

201 - Compensatory Time Policy

- I. Purpose:

The Bryan A. Stevenson School of Excellence (BASSE) acknowledges that hired personnel may, from time-to-time, be required to work additional hours during non-regular scheduled hours.
- II. Policy Statement:
 - A. To provide a fair compensatory time exchange the implementation guidelines of this policy must be adhered to, to provide a consistent and reliable process.
 - B. Monetary compensation will not be used as a means to satisfy compensatory time.
- III. Rationale:

Having a process and/or procedure to handle circumstances that arise when employees must work additional time is necessary. This policy outlines those processes and procedures.
- IV. Implementation Guidelines:
 - A. All requests for compensatory time must be in writing and be approved by the immediate supervisor and the Head of School before the time is accrued.
 - B. Requests must be specific and the task of a nature such that it could not be accomplished during the normal work day.
 - C. All requests for Compensatory qualifying time must include an estimate of the time needed for the completion of the task, and the actual time spent must be verified by either the immediate supervisor or the Dean of Academic Excellence.
 - D. Compensatory time will accumulate using 15-minute increments. Time credited will be for actual time spent on the task.
 - E. All accrued compensatory time must be used within one (1) month from the time of its accrual and are subject to the same prior approval requirements as vacation time.
 - F. All accounting for compensatory time must be registered and kept with the records of time by the financial secretary.
 - G. There will be no monetary payout of unused compensatory time.
- V. Applicability:
 - A. This policy applies to all employees with the exception of the School Leadership Team.
- VI. Responsibility:
 - A. The School Leadership Team is responsible for approving Compensatory Time prior to its use.
 - B. Employees using Compensatory Time are responsible for following the

provisions of this policy.

Related Policies:

A. xxx

Related Procedures and Documents:

A. xxx

Approval: 12/12/2022

Revision Dates:

Revision Draft