

## **EDUCATION SUPPORT STAFF**

### **Compensatory Time-Off**

When a support staff member is required to work in excess of forty (40) hours per week, he/she will be compensated at one and one-half (1 ½) times the individual's rate of pay for each hour of overtime or one and one-half hour of compensatory time for each hour of overtime. (Hour for hour compensation time for less than forty hours). Compensatory time shall be subject to the provisions of the federal Fair Labor Standards Act. Except in an emergency, a 24 hour notice to the support staff member shall precede any overtime requirement.

Compensation for overtime for secretaries and clerks shall be compensatory time unless otherwise mutually agreed upon with the supervisor.

Scheduling of compensatory time shall be upon mutual agreement between the support staff member and the supervisor.

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Adopted by the Board of Education: November 2001