

1 Joint School District No. 2, Meridian
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.
3 CLASSIFIED PERSONNEL

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5 Series 400

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8 Policy Title: Compensation Time

Code No. 402.30

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11 Compensation time policy covers unanticipated increases in the regular workload of
12 employees. This policy allows compensation time off with pay equal to one and one-half
13 times the hours worked in excess of 40 hours per week.

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15 ELIGIBILITY

16 Regular, full-time employees working in excess of 40 hours per week, with advance
17 authorization of the principal or district level supervisor, are eligible for compensation
18 time.

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20 PROCEDURE

21 All compensation time must be authorized in advance by the principal or supervisor.
22 Hours approved for compensation time off must be recorded on the time card and
23 initialed by the building principal or supervisor.

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25 USING ACCRUED COMPENSATION TIME

26 Employees who are absent on compensation time off will not be provided a substitute
27 unless authorized by the Human Resources Director or designee. Compensation time
28 usage must be recorded on the time card and on the monthly employee attendance
29 form, initialed by the principal or supervisor.

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31 LIMITATIONS

32 Employees working less than 240 days may accrue up to 3 days or 22.5 hours of
33 compensation time. Employees working 240 days or more may accrue 40 hours or 5
34 days of compensation time. Principals and supervisors are responsible for administering
35 and enforcing the compensation time maximums. Compensation time may not be carried
36 forward into the next school year; all compensation time must be used by June 30 by
37 taking all remaining comp. time. Compensation time may not be accrued 30 days prior
38 to the employee's last work day.

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40 The Human Resources Director shall maintain a register of FLSA exempt employees.
41 Principals and district level supervisors are responsible for accurate reporting of
42 compensation time and for submitting time cards to payroll by their employees.

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50 Date of Revision:
51 5/13/08

Legal Reference: Code of Idaho
29 U.S.C. 201, ET SEQ