

Lake County School District 7

Code: **GDKA**
Adopted: 8/12/02
Readopted: 3/28/11
Orig. Code(s): GDKA

Compensatory Time - Classified/Confidential Employees*

It is the policy of the Board to limit the use of compensatory time as a personnel practice.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.

Compensatory time will be administered in accordance with the following requirements:

1. **FLSA:** Compensatory time for classified employees shall be governed by the Fair Labor Standards Act (FLSA), as amended, except as noted below;
2. **Election of Compensatory Time:** An employee who is required to work overtime must elect, prior to performing the work, whether such work hours are to be paid in cash or accrued as compensatory time;
3. **Approval:** Employee requests for compensatory time must be approved by the supervisor and superintendent or designee;

Compensatory time shall not be granted without approval of the superintendent.

4. **Payment:** Payment of salary in lieu of compensatory time shall only be permitted by the superintendent approval except as provided under the FLSA for termination of employment;
5. **Accrual:** An employee, under no circumstances, shall be allowed to accrue a maximum of 60 hours of compensatory time (40 hours of actual overtime hours worked). An employee who has accrued the maximum number of compensatory hours shall be paid overtime compensation in cash for any additional overtime hours of work.

END OF POLICY

Legal Reference(s):

[ORS 653.268](#)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2006).