

**1-04-128. Overtime Compensation.**

For the mutual benefit of the Culbertson School District and its classified, nonexempt employees, the following alternatives to overtime compensation are adopted:

- A. Whenever an employee has worked for a total of 40 hours before the end of his/her work week, the district may relieve that employee from duty at that time for the remainder of the work week or for any remaining portion of the work week.
- B. Whenever an employee works for more than 40 hours in any work week, the District may credit in excess of 40 hours as compensatory time. Compensatory time will be calculated as one and one-half hours for each hour in excess of 40 hours in any work week. The employee must complete the Overtime Compensation Approval Form to obtain prior approval from the Superintendent. The employee may use these credits and new hours may be credited from time-to-time, and so his/her balance may vary. However, an employee's balance may not exceed 80 hours at the end of the employee's work agreement.
- C. An employee may use his/her compensatory time credits under the following rules:
  - 1. For each hour of compensatory time credit, one hour may be taken off without loss of pay, as the time-and-a-half rate was earned in the original calculation of compensatory time.
  - 2. The employee will give his/her appropriate supervisor as much advance notice as possible of his/her desire to use compensatory time credits, and use applicable leave request form.
  - 3. Use of compensatory time credits may be denied when the needs of the District require the presence of the employee.
- D. The District may require an employee to take time off and to use his/her compensatory time credits at such time.
- E. Should an employee leave the employ of the District with compensatory time credits remaining, all such credits shall be cashed out at the employee's current rate of pay.
- F. All overtime hours that are accrued beyond those specified in contract must be approved by the superintendent prior to the work being completed and compensated.

Adopted: April 1, 1986  
Revised: February 22, 2000  
September 21, 2004  
August 18, 2009