

KCKPS USD500 COMPENSATORY TIME **EXPLANATION AND FORM**

What is compensatory time (comp time)? Compensatory time is paid time off the job which is earned and accrued by a non-exempt employee in lieu of an immediate cash payment for work performed in excess of 40 hours within the normal work week.

How is compensatory time off calculated? Non-exempt employees earn compensatory time at one and one-half hours for each hour of work performed for which overtime compensation is required. A non-exempt employee may not accrue more than 240 hours of compensatory time, which represents not more than 160 hours of actual overtime work.

What must be done to receive compensatory time off? Prior to the performance of any duties for which compensatory time off may be requested, the employee and the employee's immediate supervisor must establish an agreement regarding the computation of compensatory time off. The employee and the supervisor must then complete the District's compensatory time off form and be retained by the immediate supervisor or building administrator. Request for compensatory time off should be submitted within ten (10) working days of the period in which such time was earned.

Should the compensatory time off agreement be in writing? Board policy requires that the agreement be explained in the Board compensatory time off request form.

What must a compensatory time off agreement contain? The agreement to provide compensatory time off in lieu of cash overtime compensation requires (1) a knowing and voluntary agreement by the employee and (2) a statement regarding how compensatory time will be preserved, used, or cashed out. (see attached form)

When should compensatory time off be paid? An employee who has accrued compensatory time and requested use of the compensatory time, must be permitted to use the time within a reasonable period after making the request. However, the employee's supervisor need only grant the request only if the employee's absence would not unduly disrupt the operations of the school or department.

Does the district have to allow compensatory time off? No. School officials may decline compensatory time off in lieu of a cash payment.