

## **Administrative Regulations for Compensatory Time**

The administrative regulation for comp time outlines the procedures that will be used by the Dickinson Public School District for the accumulation of comp time hours. The purpose of comp time is to deal with extraordinary circumstances. It is not intended to increase the employee's vacation time.

- 1) All comp time/overtime must be pre-approved by the employee's building administrator. The building administrator shall determine whether it is necessary for employees to work extra hours.
- 2) Building administrators should try to reschedule the employee's work week to fit the contracted hours, when possible.
- 3) If the administrator is unable to reschedule the employees work week, comp time will be accumulated at the rate of 1.5 times the worked hours over 40 hours in accordance with Title 29 Chapter V, the Fair Labor Standards Act and the North Dakota Department of Labor Regulations.
- 4) Comp time hours must be recorded on the employee's time sheet on the appropriate work week. Employees should document the reason for the comp time. Time sheets should be submitted to the employee's building administrator at the end of the pay period. The building administrators will sign the time sheet and authorize the accumulated comp time. (The work week begins on Sunday and ends on Saturday.) Then the employee's time sheet will be forwarded to the Business Manager's office. Comp time will be tracked at the Central Office.
- 5) Individuals that work over contracted hours without prior approval may be subject to disciplinary action.
- 6) Overtime pay will be made available in certain instances.

