

Policy Number: PER 009	Title: Family Advocate Compensatory Time
Performance Standard:	Original Date: 5/2013
USD 418 BOE Policy:	Policy Council Approval/Revision: 5/07/2013 2/2018 BOE Approval: 2/2018

POLICY:

If an advocate works more than 40 hours during a specific work week, that person may receive compensatory time. Overtime pay is not available to family advocate position.

The rate of compensatory time shall be one and one-half hours for each hour of overtime worked.

Compensatory time shall be mutually agreed on between the employee and the supervisor **before** the work is performed.

An advocate with accrued compensatory time may elect to use such time in the event of an emergency school closing such as a snow day, for the time he/she would otherwise be expected to work.

Compensatory time should be avoided when possible. When it is known the work day will extend past the regular quitting time, the advocate must make every effort to adjust the work week accordingly to avoid the accumulation of compensatory time.

Every effort should be made to use compensatory time during the pay period in which it has been accrued. All accumulated compensatory time must be used by May 5th of the current school/contract year. Compensatory time may NOT be rolled over to the next school/contract year.

Payment for accrued compensatory time upon termination of employment shall be calculated at the average regular rate of pay for the final three years of employment, or the final regular rate received by the employee, whichever is higher.

PROCEDURE:

Adjustments to regular work week to use time worked “after hours” must be reflected on advocates Weekly Work Plan.

If Compensatory time has been accrued advocate must complete Compensatory Time Record and turn into Family Service Coordinator for approval. After such approval, Compensatory Time Record will be turned into Early Childhood Preschool Program Director.

Compensatory time must be documented per pre-service training at the bottom of advocate Weekly Work Plan and turned into Family Service Coordinator no later than Monday morning of the next work week.