

ADMINISTRATIVE POLICY NO. 613

1. SUBJECT: COMPENSATORY TIME

2. DEFINITION:

2.1. Salaried employees are expected to work 40 hours each calendar week. However, work load sometimes dictate an employee spending more or less than 40 hours in any given week.

2.2. All time worked by salaried employees in excess of 40 hours in a calendar week will be considered for compensatory time on an hour for hour basis.

3. OBJECTIVE: The purpose of this procedure is to set forth a uniform system for keeping track of compensatory time.

4. POLICY:

4.1. All compensatory time must be used within two pay periods of the week in which it was accumulated. After two pay periods have elapsed, accumulated compensatory time may not be used.

4.2. The taking of compensatory time must be scheduled with the employee's supervisor just like vacation or other planned time away from the employee's work.

4.3. In the event a salaried employee records less than 40 hours per calendar week on the time sheet and there is not sufficient compensatory time available to make up the difference, vacation time must be used.

5. RESPONSIBILITY:

5.1. Department Managers and Supervisors shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013
Revised: 06/30/2015
Reference: LV Policy 604
Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President