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Fresno USD DIVISION OF HUMAN RESOURCES

HR 2506.2

COMPENSATORY TIME/OVERTIME PAY – CLASSIFIED PERSONNEL

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Non-exempt classified employees, ***with prior approval***, may receive overtime compensation in the form of monetary wages or compensatory time off (comp time) at the discretion of their supervisor. In accordance with the FLSA amendments of 1985, comp time may be accrued up to a maximum of 240 hours (160 hours of overtime work) with the following exceptions:

- Bus drivers have a maximum of 160 hours of overtime pay/compensatory time off for use as vacation subject to approval by management. Vacation time may be taken when school is not in session subject to the approval of management.
- Custodians and gardeners have a maximum of 60 hours of overtime pay/compensatory time off for use as vacation during school summer vacation as management deems operationally feasible.
- Warehouse workers have a maximum of 80 hours of overtime pay/compensatory time off for use throughout the school year as management deems operationally feasible and subject to approval by management.

SEE COLLECTIVE BARGAINING AGREEMENTS FOR CLARIFICATION.

An employee who receives comp time must do so pursuant to a written agreement entered into between the supervisor and the employee **before** the work is performed.

Employees may use comp time within a reasonable period of the employee's request to do so, provided that this does not unduly disrupt district operations. The district shall make cash payments for comp time, which has not been taken within 12 months of its accrual (CSEA members are required to use comp time by June 30<sup>th</sup> of each year. Payout will only be by exception).

Policy Fresno Unified School District  
DIVISION OF HUMAN RESOURCES

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Fresno, California