

## COMPENSATORY TIME-EXEMPT EMPLOYEES

*Policy Code: 7519*

Certain employees are exempt from overtime compensation. The Board of Education has elected to approve compensatory time for certain exempt employees as provided by this policy.

### Covered Employees

Full-time and part-time (20 hours or more per week) supervisors and directors as defined in N. C. Gen. Stat. §115C-287.1.

### Amount

Compensatory time is awarded at a rate equal to the employee's current annual salary computed on an hourly basis.

### Not Cumulative

Compensatory time is not cumulative beyond a twelve-month (January 1-December 31) period.

### Accounting

Employees must use a time clock to verify the compensatory time and the employee's supervisor must approve the amount of compensatory time during each payroll cycle.

### Limits

No exempt employee may accumulate more than 160 hours of compensatory time in a 12 month (January 1-December 31) period.

### Separation

Compensatory time is lost when an employee is separated from service, regardless of the reason for the separation. The employee's separation date may not be moved forward in order to pay for compensatory time.

### "Swap" Time for Teachers

Teachers perform many additional duties beyond the regular school day. Principals may approve hour-for-hour "swap" time for work performed beyond the school day, provided: (1) teachers complete a "swap" time log that chronicles the activity beyond the regular school day, the duration of the activity, and the date of the activity; (2) "swap" time can be used only on optional workdays; (3) "swap" time is taken only in half-day or full-day increments; and (4) no more than 24 hours of "swap" time is used during any school year.

Adopted: September 26, 2016

Revised: June 28, 2021