

**JEFFERSON COUNTY BOARD OF EDUCATION
COMPENSATORY TIME**

I understand that my employment with the Jefferson County Board of Education may require me to work more than forty (40) hours in a work week and that I will receive compensatory time off as compensation for any overtime hours worked. Compensatory time off will be earned at the rate of one and one-half (1.5) hours for every hour worked over forty (40) hours in a work week. If I work other hours (non-overtime) for which compensation is due, I will earn one hour of compensatory time for each such hour worked. I understand that I am not to work any overtime unless specifically requested to do so by the Board or unless it is approved by the Superintendent or his designee in advance.

I understand that compensatory time may be accrued up to a maximum of two hundred forty (240) hours and that compensatory time off may be used by me upon reasonable notice, unless the absence will unduly disrupt the operations of the school or school system. I further understand that the Board may ask me to take leave and use compensatory time to reduce my leave balance and that I will do so if asked. The Board may also pay down any accrued compensatory balance if the system's needs so require. The Board intends, as funding allows, to pay off any compensatory time balances in full at the end of each contract year (June 30), but retains the discretion not to do so

If I resign, retire, or am otherwise separated from employment, I understand that I will be paid for any unused compensatory time at my then applicable rate of pay. This agreement will remain in full force and effect for the current employment contract year with the Jefferson County Board of Education.

(Employee Signature)

(Employee Printed Name)

(Date)