

POLICY

**FRANKLIN TOWNSHIP
BOARD OF EDUCATION**

**File Code: 4140/
4240**

COMPENSATION TIME

The Franklin Township Board of Education hires each employee to perform the duties described in a job description, and it expects the duties to be performed within the time frame of the regular workday. Occasionally, it may be necessary for an employee to work longer than an ordinary workday to perform his/her regular duties, and no compensation ordinarily is given for such "occasional extended work days."

The Board additionally recognizes that circumstances may make it necessary for an employee to work beyond what would be considered an "occasional extended workday." In such cases, the employee may be granted compensation time, hereafter called "Comp Time." In those extraordinary circumstances, Comp Time may be approved for salaried employees if:

- A. The duties to be performed constitute an emergency and the work must be performed immediately.
- B. The supervisor must certify that the duties to be performed exceed the "occasional extended day" standards.
- C. The amount of Comp Time shall not exceed thirty-five (35) hours per year per employee and must be used within 1 year of date of accrual.

Comp Time shall be documented in a log, signed by a supervisor as it is accrued. Comp time shall be logged in the on-line attendance system as an "other" absence.

Date Adopted: 7/14/14

Possible Cross References:

4111	Recruitment, selection and hiring
4111.1	Nondiscrimination/affirmative action
4211	Recruitment, selection and hiring
4121	Substitute teachers
4222	Non instructional aides