



WINDHAM SCHOOL
DISTRICT

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SUPERSEDES: WBP-07.12 (rev. 1)
April 17, 2015

WINDHAM BOARD POLICY

SUBJECT: COMPENSATORY TIME AND OVERTIME

AUTHORITY: *Fair Labor Standards Act of 1938* (FLSA), 29 U.S.C. § 201-219; Tex. Gov't Code § 19.009

APPLICABILITY: Windham School District (WSD)

EMPLOYMENT AT WILL CLAUSE:

This policy does not constitute an employment contract or guarantee of continued employment and does not create a legally enforceable interest or limit the superintendent's authority to implement personnel policies. The WSD reserves the right to revise this policy at any time.

POLICY:

The WSD follows the guidelines established by the *Fair Labor Standards Act* (FLSA) for compensatory time, overtime, wages, and recordkeeping for employees covered by the Act. The WSD implements personnel policies consistently, without regard to race, color, religion, sex (gender), national origin, age, disability, or genetic information.

DEFINITIONS:

These definitions are meant only for this directive and may not apply in other contexts.

“Compensatory Time” is leave time accrued at the rate of one hour for each hour worked.

“Exempt Employee” is an employee who is not subject to the wage and overtime provisions of the FLSA.

“Non-Exempt Employee” is an employee subject to the wage and overtime provisions of the FLSA.

“Overtime” is leave time accrued by non-exempt employees at the rate of one and one-half times the amount of time worked in excess of 40 hours physically worked per work week.

“Work Week” is seven consecutive calendar days with no more than 40 scheduled work hours starting on Thursday at 12:01 a.m. and ending the following Wednesday at midnight.

PROCEDURES:

Responsibilities

I. Supervisor Responsibilities

- A. A supervisor must provide written authorization prior to an employee working on a regularly scheduled day off. The authorization may cover one or more work weeks; however, the authorization must include a beginning and end date.
- B. In order to avoid or reduce the accrual of compensatory time or overtime, a supervisor may adjust a non-exempt employee’s regularly scheduled work hours or workdays within the same work week.

II. Employee Responsibilities

- A. Employees must enter hours worked, including those worked on a non-scheduled workday, into the WSD timekeeping system.
- B. Hours entered into the WSD timekeeping system must be the actual time worked. Inaccurate time entries are considered falsification of records and are subject to disciplinary action in accordance with WBP-07.44, “Professional Standards of Conduct and Disciplinary Guidelines.”
- C. Although exempt employees must enter all time worked, they are not eligible for compensatory time or overtime for time worked in excess of eight hours on a regularly scheduled workday.

Patrick L. O’Daniel, Chairman
Windham School District Board of Trustees