

Reviewed On:

Category: Human Resources - 4000

Policy: Compensation - 4010

Compensation of ESUCC employees may be established by the Board, Executive Director and/or ESU No. 17 Administrator pursuant to the staffing services agreement between ESUCC and ESU No. 17.

Employees required to work on an extended time basis may be compensated by taking corresponding amount of time off of their regular contracted time or by receiving financial remuneration, as selected by the board and permitted by contract. Financial remuneration shall be awarded on an hourly basis with the rate per hour being that which the employee receives per hour under the employee's contract. The length of the workday shall be considered as eight hours, or as otherwise assigned. The regular workweek will run from 12:00 AM Sunday through 11:59 PM Saturday.

ESUCC staff members who are "non-exempt" under the Fair Labor Standards Act and who work more than 40 hours in a workweek will be paid at the rate of time-and-one-half ($1\frac{1}{2}$) times their regular rate of pay for all overtime hours, or will be provided compensatory time. All overtime must be approved in advance by the Executive Director. Scheduled holidays, vacation days, time off for jury duty, and time off for sickness, emergencies or other personal reasons will not be considered hours worked for overtime purposes.

The ESUCC may grant compensatory time in lieu of overtime pay at a rate of one and one-half ($1\frac{1}{2}$) hours off for each hour of overtime the staff member worked. Staff members may accrue a maximum of 240 hours of compensatory time, which represents 160 hours of actual overtime worked. When a staff member has accrued 240 hours of compensatory time, the ESUCC shall pay him/her at the rate of one and one-half ($1\frac{1}{2}$) times his/her regular rate of pay for each additional hour of overtime. A staff member who asks to use compensatory time may be permitted to use it within a reasonable period after the request if its use does not unduly disrupt the operations of the ESUCC and its projects.

Upon termination of employment, an employee shall be paid for unused compensatory time at a rate of compensation not less than: (1) the average regular hourly rate paid to the employee during the last three years of his/her employment, or (2) the final regular hourly rate paid to the employee, whichever is higher. Compensatory time is paid at the higher of these regular rate computations and not at one and one-half the regular rate of pay.

Adopted On: October 9, 2014