

Salinas Union High School District

Confidential Management Personnel

Regulation # 4352

COMPENSATORY TIME OFF/CONFIDENTIAL PERSONNEL

1. Compensatory time off at the overtime rate of time and one-half (1-1/2) for each hour of overtime worked may be taken in lieu of payment upon written request by the employee. Compensatory time off is subject to prior approval of the immediate manager. Such time off in lieu of overtime payment shall be taken within one (1) calendar year from the date upon which it was earned.
2. If compensatory time has not been authorized to be taken within twelve (12) months of the date on which it was earned, the employee shall be paid in cash for such time at the appropriate overtime rate based on the employee's rate of pay at the time it was earned. If an employee is terminated, compensatory time earned shall be paid in cash.
3. Employees who work a four (4) day, ten (10) hours per day, forty (40) hour workweek shall be compensated at the overtime rate for hours worked in excess of ten (10) in any one day or any hours worked beginning with the fifth (5th) consecutive day of the workweek.
4. Employees required to work on a District designated holiday shall be compensated at their regular rate of pay for the day worked plus the overtime rate of pay.

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