

OVERTIME Overtime is earned by non exempt employees that work more than 40 hours per week.

**OVERTIME
COMPENSATION** Non-exempt employees will be compensated for overtime through premium compensatory time off at the rate of one and one-half hours off for each overtime hour worked up to a maximum of 60 accrued hours. Compensatory time will be maintained by the office of the department administrator. Center Point Independent School District has chosen to use compensatory time as the primary basis for overtime payment for all job categories.

PROCEDURES Overtime includes any hours worked in excess of 40 hours in the same workweek. Every workweek stands alone in computing compensatory entitlements. Different work weeks cannot be consolidated or averaged in determining compensatory time during a pay period. Accruing compensatory time must be understood and agreed to before the work is performed. Compensatory time cannot be waived by voluntary agreement between employee and employee, and an employee cannot “donate” overtime or agree to reduce rates of cash or compensatory time. If any employee terminates employment, the employee will be paid for any unused compensatory time at the premium pay rate. The exiting employee must acknowledge clearing the District of any comp time owed on the “Exit Report”. The Personnel Services Department will clear each non-exempt employee with payroll before conducting the “Exit” interview.

VIOLATIONS Employees working overtime without prior approval will be subject to disciplinary action:

- The first offense will merit a written warning.
- The second offense will merit a one-day suspension without pay.
- The third offense will merit termination.

Employees must leave the job site immediately at end of the workday. Employees are encouraged not to eat at their desk and must have duty-free lunch periods.

Falsification of records regarding time worked, including overtime, will be considered good cause for immediate

termination. Actual time worked must be recorded.

DUTIES AND
RESPONSIBILITIES

Compensatory time records will be kept at the campus or department level with appropriate documentation and signatures from the employee and administrator in charge.

If compensatory time is taken, an absence from duty form must be submitted to the payroll office and time sheets must clearly state compensatory time used.

Leave shall be recorded in whole or half workdays only, except in accordance with provisions for intermittent leave and Family and Medical Leave Act or when coordinated with workers' compensation benefits as provided in Policy. An employee may not begin or resume working prior to the half-day period. Late arrivals or early dismissal due to unforeseen circumstances will be handled on a case by case basis.

Compensatory time not used prior to the end of each contract year will be paid at a rate of one & one half time the current salary before the school year ends, compensatory time will not accrue or be carried forward.

MASTER
DEGREES STIPEND

The District will compensate teachers, librarians, counselors, and nurses for Master degrees from the date the degree is conferred. Compensation will be paid retroactively from the date of the semester in which the degree was conferred by the University.

PROCEDURE

Official transcripts will be required for validation of the degree and date conferred. The annual amount of the stipend will be divided by half in the degree is conferred in December and paid in January for the spring semester. Information with regard to new stipends for such should be submitted to the Superintendent's office as soon as received. The stipend will be paid effective the date documents are received. Once the stipend is paid and added on as part of the employee's annual salary, the employee will be paid the stipend every year the employee is employed by Center Point Independent School District. All stipends are subject to Board approval as part of the salary structure approved by the Board each year.

PAYROLL

PAYDAY

Payday is the 20th of each month; if the 20th falls on a

COMPENSATION AND BENEFITS:
SALARIES, WAGES, AND STIPENDS

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weekend, pay day will be the previous Friday.

ADVANCES

The District does not give advances.

EARLY CHECK
RELEASE

The District will provide early check release after 3:30 p.m. the day before payday with just cause. The request for early distribution must be approved by the Executive Director for Business Services or Superintendent.

PAY LOCATION

Payroll checks that are not picked up at the campus/department location on payday by 3:00 p.m. must be returned to the Business Services Department the same day and all un-received checks will be mailed. If an employee will not be at his/her pay normal pay location on payday, their check will be mailed, unless previous arrangements have been made.

CONFIRMATION

All employees must sign for their paycheck. A listing is provided along with the paychecks. Paychecks may not be given to a different employee without written authorization. Authorization will be forwarded to the payroll department.

LOST CHECKS

Lost checks will be re-issued after two (2) working days.

SEPARATION OF
EMPLOYMENT

If an employee separates from employment, their final check will be issued with the next regularly scheduled payroll. Final payment will be issued by check.

ABSENCE FROM
DUTY

In accordance with current policy, a written request for leave must be submitted to the immediate supervisor two (2) days in before the anticipated absence.

Records of leave and absences will be maintained at the Business Services Department.

DEDUCTIONS

All requests for additions, deletions, or changes to an employee's voluntary pay deductions must be received by the monthly cut-off date in order to be effective for that month's payroll.

TIME SHEETS

Time sheets are required to be kept for all non-exempt personnel and it is the supervisor's decision to require time sheets for exempt personnel. Time sheets are to be maintained on a weekly basis and actual hours are to be documented. Weekly time sheets must be received by the Business Services Department not later than the following Tuesday of the workweek recorded.