

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
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TO: All L.E.A.S.E./C.B.S. Secretarial Office Staff
FROM: Mary Jane Chapman, Executive Director *mjc*
DATE: August 11, 2008
RE: Secretarial Staff Compensation Time for L.E.A.S.E./C.B.S.

Once again, it is time to distribute the proper procedure to be used for L.E.A.S.E. secretarial staff compensation time (better known as "comp time") for time you are requested to work beyond the standard working day. However, since this type of request occurs so infrequently, please keep this procedural memo and the attached "comp time" form for your own records and for future reference and use.

COMPENSATION TIME:

Compensation time for secretarial staff is **only allowed when a secretary is specifically asked and pre-approved to work overtime by their immediate supervisor**. It is **not** for the time that the secretary decides to work overtime on her own. Five to ten minutes of overtime occasionally is expected and compensation time is only allowed for overtime work that requires working time above and beyond one-quarter hour.

Compensation time for hours worked **less than** or equal to 8 hours in any one day or less than or equal to 40 hours in any work week will be allowed at the rate of **1 times** the length of **supervisor-requested and pre-approved** hours worked.

Compensation time for hours worked **in excess** of 8 hours in one day or 40 hours in one work week will be allowed at the rate of **1½ times** the length of **supervisor-requested and pre-approved** hours worked.

Compensation time is not for overtime that secretaries work at their own volition, but is only allowed if overtime work has been specifically requested and pre-approved by each person's immediate supervisor(s). Additionally, "comp time" is not allowed for time that a secretary works at home unless this time and the amount of this time have been fully requested and **pre**-approved by the secretary's immediate supervisor(s).

Approval to use accumulated, earned compensation time requires the approval of **all immediate supervisors and the director**. Accumulated, earned compensation time may be converted to time off **only** when pre-approved by the secretary's **immediate supervisor(s) and the director**.

The attached form serves as the written pre-approval record form for earning "comp time" **and also** for all using "comp time". **When your immediate supervisor(s) and the director approve a comp. time utilization request, it is important that the form also be shared with the L.E.A.S.E. bookkeeper as the responsible person for tracking staff absences.** This will also ensure that you are not charged for a sick day, vacation or personal day when you are on a "comp day".

Annual records of approved "comp time" (used and unused) are to be kept on an ongoing basis by the secretary and his/her immediate supervisor(s) by using the "comp time" form. This form is to be returned to the director at the end of each school year in June.

"Comp time" that is allowed for any secretarial staff may not carry over from one school year to the next. **Therefore, all "comp time" earned in any one school year must be used within the same school year.**

Please see me if you have any further questions. Thank you.

attachment

xc: All LEASE Office Professional Staff
CBS Principal

Personnel

Administrative Procedure – Minimum Allowable Paid Leave

For non-certified, support staff, the following procedure explains how much emergency time off is allowable without requiring the utilization of the person's sick leave, personal leave, compensation time or requiring the staff member to make up this missed time..

Time needed that is equal to or less than one hour for necessary or emergency events that cannot be scheduled after working hours may be granted with the prior approval of the employee's immediate supervisor/s, and the Director. Requests for this minimum allowable paid leave time is limited to four requests per school year. If additional minimum allowable paid leave time of one hour or less per occasion is approved by the Director, the staff member will need to keep record of this time and submit it to the Director upon request so that the total time can be converted into the equivalent rounded number of half or whole sick days, personal days and/or compensation time as appropriate, which will then be deducted from the employee's earned allotment. Additionally, at the Director's sole discretion and with the agreement of the employee's direct supervisor, this missed work time may be made up.

Please note that this up to one hour of time is to allow the employee to deal with emergencies, medical appointments, legal appointments, etc. that cannot be feasibly scheduled at any other time and is only available if prior approval has been granted by the employee's immediate supervisor/s and the Director. This prior approval is to be attained as soon as the appointment (that cannot be scheduled at another time) is made. In all cases, approval should be requested with as much prior notice as possible. Notice in case of emergencies should be given as soon as possible.

Therefore, for early morning emergencies a contact or phone call must be made to the employee's immediate supervisor and the Director prior to the beginning of the employee's work day in order to be granted this up to one hour of time at the beginning of the work day.

This time will not be granted without this notice and approval. Without this notice and approval, any time missed may result in a minimum of one-half day being deducted from the employee's available personal leave, sick leave (if appropriate), or the equivalent amount of time being taken from any available earned compensation time. In some circumstances solely if the employee's supervisor/s and the Director approve, this time may be made up at a later date.

Any time off needed in excess of an hour will require the employee to take one-half day, consistent with L.E.A.S.E. policy, from any available personal or sick leave. Earned compensation time may also be used if pre-approved by the employee's supervisor/s and the Director. If none of this leave time is available to the employee, and the employee's supervisor/s or the Director feel/s that the missed time cannot be made up, the employee's salary will be docked accordingly.

Professional staff, because of the extra hours worked in the normal performance of their duties, will be granted personal discretion in the exercise of this privilege.

