

## **Policy 5045: Flextime; Compensatory Time; Overtime**

**Original Date:** February 18, 2026

**Status:** Approved

### **PURPOSE**

The CEO or appropriately designated personnel shall develop and implement guidelines and procedures for flextime, compensatory time, and overtime opportunities.

Flextime, compensatory time, and overtime opportunities each require prior request of and approval by the appropriate supervisor when an employee's workload dictates the need for work in excess of regular daily schedules that may result in work week hours in excess of forty (40) hours.

Flextime opportunities apply to all employees. Compensatory time and overtime opportunities apply to non-exempt (hourly) employees.

It is the responsibility of employees and supervisors to communicate effectively and work cooperatively to manage work schedules and responsibilities to ensure excellent service to our stakeholders and the fiscally responsible management of district funds by minimizing the need for flextime, compensatory time, and overtime when reasonable and possible.