

## **Procedure 5045-PR(1): Flextime; Compensatory Time; Overtime - Guidelines**

**Original Date:** February 18, 2026

**Status:** Approved

For the purposes of determining flextime, compensatory time, and overtime, the District's work week shall be from 12:01 a.m. on Friday to 12:00 midnight on Thursday.

When workload responsibilities dictate the need for work in excess of regular daily scheduled hours that may result in work week time worked in excess of forty (40) hours, allowance may be accomplished in the same work week as follows:

### **FLEXTIME**

1. Flextime requests must be approved in advance by the authorized supervisor.
2. Flextime may be granted on a one-for-one basis for hours worked during the regularly scheduled forty (40) hour work week.
3. Ten (10) hours of flextime shall be the maximum allowable accumulation.
4. All earned flextime must be taken in the same work week as when it is accumulated (to maintain a 40-hour work week).

When workload responsibilities dictate the need for work in excess of regular daily scheduled hours that may result in work week time worked in excess of forty (40) hours, allowance may be accomplished for non-exempt (hourly) employees as follows (U.S.C. 29 §207, FLSA §533.21, A.R.S. §23-391):

### **COMPENSATORY TIME**

1. Upon initial employment, non-exempt employees will be given the opportunity to sign an agreement of understanding that compensatory time may be given in lieu of overtime payments.
2. Compensatory time may occasionally be granted when an authorized supervisor requires a specific employee to perform additional work hours, and flextime options are not practicable.

3. Compensatory time shall accrue at 1 ½ times the regular hours worked in excess of forty (40) per work week.
4. Ten (10) hours of compensatory time shall be the maximum allowable accumulation.
5. Compensatory time may not be carried over from one fiscal year to the next. Supervisors must ensure that all compensatory time is used before the end of each fiscal year (June 30th).
6. All compensatory time should be taken prior to termination of employment.
7. Compensatory time must be approved in advance by the appropriate supervisor and/or District administrator.

### **OVERTIME**

1. Overtime may occasionally be granted when an authorized supervisor requires a specific employee to perform additional work hours, and flextime or compensatory time options are not practicable.
2. Overtime compensation shall be at 1 ½ times the regular hours worked in excess of forty (40) per work week (Fair Labor Standards Act).
3. Overtime must be approved in advance by the appropriate supervisor and/or District administrator.