

# Important Information for ESP Employee Comp Time

This is the time of year Custodial Services has many questions about snow removal and the use of comp time. This is a reminder of how comp time is handled.

District Policy regarding hours of work ([DP343 NEG](#)) Hours of Work-Education Support Professionals

- Comp time is only to be tracked in Skyward Employee Access, not by any other mechanism or on paper (trade time is not comp time, and is not tracked in Employee Access). Instructions on how to enter comp time in Employee Access are attached.
- Comp time must be used during the next two successive pay periods.

From the Policy:

*Education support professionals who fall under the guidelines of the Fair Labor Standards Act (personnel included on the classified master salary schedule) must be paid at one and one-half times the regular rate of pay for all hours worked over 40 in a work week or receive compensatory time off during the two successive pay periods (first to last day of the month in which work is done) at the rate of one and one-half times the actual overtime worked during any workweek. Only compensatory time will be considered hours worked for the purpose of calculating the 40-hour work week. All compensatory time earned must be pre-approved by the appropriate director, principal or supervisor. The tracking of such earning and using of compensatory time will be done through Skyward Employee Access.*

Comp time is to be approved by the principal for each building. The Custodial Department is not doing away with comp time; however, we are warning schools that if comp time is approved and accrued, the Custodial Department may not have enough staff to cover your custodian's day off for that comp time. If comp time is needed, one of the best options for coverage is to have the custodian use trade time that same week by taking off early on short days or times when the adult night supervisor (ANS) can come in early. Some comp time can also be used on days when no students are in school without requiring additional coverage.



[Entering Comp Time in Employee Access](#)