

## Compensatory Time Eligibility for SBBC Employees

Collective Bargaining Agreements (CBAs) or SBBC Policies	Contract Article or SBBC Policy	Summary of Contract Language / SBBC Policy	# Hrs. to Accumulate	# Hrs. Eligible to Carry-over	Payout Date Required
District-based: Technical, Supervisory, Professional (TSP) - Exempt - Non-Exempt	6(E)	<u>Exempt</u> : straight time for 37.5 or more hours weekly <u>Non-Exempt</u> : 1.5 hours over 40 hours weekly	40 – 80	n/a	n/a
Clerical (FOPE-Clerical)	3(B)	1.5 hours over 40 hours weekly	up to 240	up to 35	Prior to last day in August
Security Specialist (FOPE ) Campus Monitors	9(F)	1.5 hours over 40 hours weekly	must be used within 30 days of earning it	up to 35	Prior to last day in August
Facilities Servicepersons, Maintenance (FOPE)	9(F)	1.5 hours over 40 hours weekly	must be used within 30 days of earning it	up to 35	Prior to last day in August
Transportation (FOPE) Bus Drivers	9(F)	1.5 hours over 40 hours weekly	must be used within 30 days of earning it	up to 35	Prior to last day in August
Paraprofessionals (PPA)	SBBC 4300.1	1.5 hours over 40 hours weekly	up to 240	n/a	n/a
Clerical Confidentials (COPA)	Salary Handbook	1.5 hours over 40 hours weekly	up to 240	up to 35	Prior to last day in August
Cafeteria Managers (FOPE – Cafeteria Workers Food Service)	SBBC 4300.1	1.5 hours over 40 hours weekly	up to 240	n/a	n/a
School-based: Principals Assistant Principals (BPPA)	n/a	n/a	n/a	n/a	n/a
District-based: Administrative, Supervisory, Technical, Professional (ESMAB)	n/a	n/a	n/a	n/a	n/a
Instructional (BTU)	n/a	n/a	n/a	n/a	n/a

**Please Note:** All compensatory time must be approved in writing by the appropriate administrator prior to the employee working overtime.