

EXCHANGE TIME (NON-REPRESENTED STAFF)

Exchange time applies only to overtime-exempt employees. Overtime-exempt employees are not covered by federal or state overtime laws. Represented employees should refer to their applicable collective bargaining agreement.

Overtime-exempt employees are paid a salary to perform assigned job responsibilities. It is common for overtime-exempt employees to work additional hours during a workday/workweek. Often this additional time worked may be offset by employees adjusting their schedule with their supervisor's approval.

Compensation is based on the premise that an overtime-exempt employee is expected to work as many hours as necessary to provide the public services for which they were hired. These employees are accountable for their work product, and for meeting the objectives of the agency. Working more than the standard 40 hours in a workweek does not mean overtime-exempt employees are automatically entitled to earning exchange time. Any and all exchange time must be pre-approved by the Superintendent or designee.

Prior approval to use exchange time is required. Employees should discuss with their supervisor about how and when they may use accrued exchange time. Exchange time should be used as soon as possible after being earned and prior to an employee using vacation leave.

No more than a maximum of eighty (80) hours shall be on the books at any given time. Exchange time has no cash value and cannot be transferred between agencies. Represented employees should refer to their applicable collective bargaining agreement for additional information regarding the accrual and use of exchange time.

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