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Interim Superintendent of Education

**GUAM PUBLIC SCHOOL SYSTEM
OFFICE OF THE SUPERINTENDENT**

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STANDARD OPERATING PROCEDURES

EFFECTIVE DATE: November 01, 2006

No. 06-008

SUBJECT: Compensatory Time Accrue

INQUIRIES: PAYROLL SECTION

COMPENSATORY TIME ACCRUE

This Standard Operating Procedure supersedes all other Guam Public School System (GPSS) regulations previously issued on the topics herein contained.

Compensatory Time Accrue (CTA) refers to special kind of compensation given to affected employees as an alternative to money for the performance of work in excess of 40 hours per week. It is a credit for time worked which affected employees can use in further workweeks as leave time. It equals 1-½ hours of work credit earned for every hour worked in excess of a 40-hour workweek.

Procedures for incurring Compensatory Time Accrue:

- 1) Determine if affected employees are willing to be compensated for the anticipated Compensatory Time Off if monetary payment is not available.

Supervisors who can offer only CTO to affected employees for anticipated compensatory time accrue of this limitation prior to when the employees are to perform the work. Affected employees subsequently have the right to

refuse to perform the compensatory time accrue if they do not want to accept CTO for it.

- 2) Complete Compensatory Time Plan (refer to Attachment). Inform the Superintendent of the nature of work and provide specifics on the employees to be used, who will be using CTO. Upon completion of the Compensatory Time Plan, forward the form to the Superintendent.
- 3) Authorize the performance of only which has been approved by the Superintendent of Education on the Compensatory Time Plan.

PROCEDURES FOR RECORDING EARNED COMPENSATORY TIME ACCRUE (CTA)

- 1) Complete the original timesheet for the pay period in which the CTA was earned. Record only the actual number of hours worked; do not multiply the number of hours worked by 1.5.
- 2) For Payroll Section, if CTA is incurred; Credit the employee for CTA earned during the pay period, which was not used during the pay period. Credit the employee 1.5 hours earned for every hour recorded as worked.

PROCEDURES FOR USING CTA

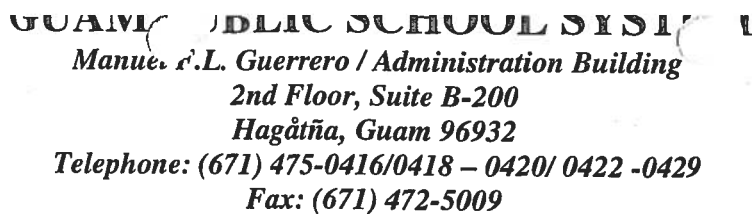
- 1) Affected employees are required to obtain permission from their supervisors to use the CTO, which they have earned. Supervisors cannot unreasonably deny the use of earned CTA.
- 2) Have a leave absence form filled out and completed. Check the item marked "Other" and write CTO to the right of the phrase. "Please Specify".
- 3) Indicate the number of CTO hours used on the employee's timesheet by filling in the column labeled "CompTime Used" in the space(s) corresponding to the day(s) on which the CTO was used.
- 4) Forward the leave form with the timesheet to the Payroll Section at the end of the pay period.



LUIS S.N. REYES
Superintendent of Education

DEC 13 2006

DATE



COMPENSATORY TIME PLAN

Department: Guam Public School System

School/Division: _____

No. of Full Time Employees Authorized: _____

JUSTIFICATION AS TO WHY WORK COULD NOT BE PERFORMED DURING REGULAR HOURS (ATTACH SEPARATE SHEET IF NECESSARY):

CTA WORK TO BE PERFORMED: (ATTACH SEPARATE SHEET IF NECESSARY)

[illegible]

REQUESTED BY:

[] APPROVED [] DISAPPROVED

Signature of Principal/Division Head

Superintendent of Education

Date: _____

Date: _____



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COMPENSATORY TIME ACCRUE

WORK LOCATION: _____

EMPLOYEE NAME: _____ SS#: _____

By signing this I agree to be compensated for working with only CTA (Compensatory Time Accrue) if overtime funding is not available or not approved. I understand that I will be given 1-½ hours of CTA for every hour I work.

Employee Signature

Date: