

39 **21.1.1 Overtime Distribution**

40 - Overtime shall be offered by seniority on a rotating basis by classification or job family. Once
41 a unit member has accepted an overtime assignment, the unit member shall be placed at the
42 bottom of the list. Any unit member shall have the right to reject any offer or request for
43 overtime or call-back. If no volunteers are found, overtime can be offered department wide,
44 as long as the job doesn't require specialized skills. **The overtime assignment list shall be**
45 **posted in a public area prior to the assignment and with the following minimum**
46 **information:**

- 47 ~~— **Date of Assignment**~~
48 ~~Supervisor assigning the OT, Date, and Hours.~~
- 49 ~~— **Assignment Description**~~
50 ~~Type of Work, Conditions.~~
- 51 ~~— **List of eligible employees for overtime.**~~
52 ~~Seniority, Classification, Start of rotation.~~

Date of Posting.	Type of Work
Start Date of Assignment.	List of Eligible Employees for Overtime.
Length of Assignment	Seniority List.
Supervisor Assigning the OT.	Classification.
Number of Hours.	Start/End of Rotation per assignment
Assignment Description.	Preferred Communication Method
	<u>Comp-time Requested</u>

53 - Employees signing up for overtime shall provide their preferred method of communication
54 upon signing up for overtime. The overseeing supervisor will notify, via the preferred
55 communication, unit members who are granted overtime. Notified employees shall respond
56 within two hours of notification to confirm or decline the assignment. Notice of scheduled
57 overtime, for situations that are recurring or have advance notice, and which are offered on a
58 rotational basis shall be posted in the same area as all required employment notices and
59 announcements and will remain up until the work assignment has been completed.

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61 **21.1.2 Overtime Assignment**

62 In the absence of any volunteers for offered overtime, the District shall assign overtime based on
63 the details of the assignment, the qualifications of available personnel, and the discretion of the
64 scheduling supervisor.

65 - **21.1.3 Overtime attendance**

66 A unit member who fails to report for the volunteered overtime shift, shall be taken off the
67 overtime assignment list for 30 regularly scheduled working days.

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73 **21.1.4 Emergency Overtime**

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- In the event that the employer needs a unit member to work overtime with less than eight (8) hours notice, the appointing supervisor shall first contact qualified unit members who have not worked an overtime assignment in the previous week or seven (7) working days.

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79 **21.2 Compensatory Time**

80 Compensatory time is accrued at the rate of one and one-half hours for each overtime hour
81 worked. Compensatory time may be earned and used only with prior approval of the employee's
82 immediate supervisor, or the Director of Facilities Services. Normal use of such time off is to be
83 requested in writing at least three (3) working days in advance, and must be approved by a
84 supervisor. "Emergency" use of compensatory time off (not with three days' advanced notice)
85 shall be requested by the employee as soon as possible, and approval of such time shall be
86 granted at the sole discretion of the Director of Facilities, or their designee. Any use of
87 compensatory time shall be subject to the operational needs of the District.

88 Compensatory time must be used ~~within twelve (12) calendar months~~ **by the end of the fiscal**
89 **year after the time was earned**, or it shall be paid at the applicable overtime rate. Upon
90 termination of employment, the employee will receive payment for all accrued, unused
91 compensatory time calculated based on the employee's regular rate at the time of termination.

92 **21.2.1 Any earned compensatory time that is not used by June 30 of each year shall be**
93 **paid out at the unit member's current rate of pay by August 31 of each year.**

94 **21.2.2 Unused compensatory time may not exceed ~~240~~~~248~~~~0~~180 hours. In the event that a**
95 **unit member has accumulated ~~240~~~~24~~~~80~~ 180-hours of compensatory time, any additional**
96 **earned overtime shall be compensated via immediate payout at a rate equal to one and**
97 **one-half times the unit member's rate of pay or double time when applicable.**


98 ~~**21.2.3 Compensatory time off shall be taken in increments of no less than five (5) minutes.**~~

99 Signed and entered into this 12th day of June, 2024.


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FOR THE COLLEGE DISTRICT


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