

## ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

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### **SERIES 500: PERSONNEL**

#### **Section 506: Related Services Personnel**

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##### **506.3 D Days and Hours: Comp Time**

Date Drafted: 11.30.14  
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All Related Services personnel may request compensation for hours beyond the workday/year spent attending:

- (1) Case conferences,
- (2) Initial referral intake meetings,
- (3) meetings to discuss evaluations prior to case conferences (as required by 511 IAC 7-25-4(I)),
- (4) General Education Intervention meetings,
- (5) Pre-school transition conferences
- (6) RTI staffings
- (7) Mandatory student staffings
- (8) Providing training, with prior approval from an SSJCSS Administrator.
- (9) Attending training (Attendance must be requested by an administrator)

The Related Services employee shall document the hours worked on a form provided by the administration. The form titled "Comp Time Request" (T-26) can be found on the SSJCSS website under the Business and HR Tab (see HR and Payroll forms).

This form should be forwarded by the Related Services staff member to the office of their immediate supervisor by the last workday of each month, for consideration of approved compensation for that month.

Each hour worked shall equal one hour of leave. When these hours accumulate to  $7\frac{3}{4}$ , one leave day will be added to their annual allotment leave, not to exceed five (5) days per school year.

- If  $7\frac{3}{4}$  hours are not reached in a school year, the hours shall be carried over to the following year.
- If an employee earns more than five (5) days in one school year, the additional days will be carried over to the following school year.
- Verification of Compensation Time shall be made monthly, in writing.