

**DEL VALLE INDEPENDENT SCHOOL DISTRICT
DEL VALLE, TEXAS**

ADMINISTRATIVE REGULATIONS REGARDING COMP TIME

PROFESSIONALS

1. All workshops, conferences, etc. to be used for comp time must have prior approval from the supervisor.
2. Comp time cannot be used for days that are paid with a stipend or supplemental pay.
3. Two days per year can be designated for comp time.
4. Comp time can be earned through the summer, weekends, or after school hours.

PARAPROFESSIONALS

1. All comp time and overtime must be pre-approved by the supervisor.
2. Any time over the 40 hour work week starting with Sunday through Saturday will be paid at a rate of time and a half.
3. Certification training for NCLB to maintain a job does not count toward overtime.
4. Paraprofessionals that choose to volunteer for school carnivals, etc. must not work in a position that is related to his/her regular job related field or it counts toward overtime.
5. Paraprofessionals that choose to volunteer must sign a statement stating they are volunteering their services.
6. Any payment to paraprofessionals for work that counts toward overtime **must** be paid through the Del Valle ISD Business Office.

GENERAL

1. The campus principal may grant comp time to employees based on the guidelines outlined above.
2. Comp time cannot be granted to any employee who receives a stipend or supplemental pay for the same period as the training occurs.