

**APPENDIX 7**

**Santa Monica - Malibu Unified School District  
COMP TIME  
Site and District Tracking Form**

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Site/Department:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_

In accordance with the current negotiated agreement between Santa Monica-Malibu Unified School District (SMMUSD) and Service Employees International Union (SEIU) under Article 4 Hours of Employment (4.3.1.1 through 4.3.1.5), all COMP TIME hours shall be recorded and monitored by the District to ensure that no unit member accumulates or maintains more than twenty-four (24) hours of COMP TIME at any given time. Any overtime work accumulated in excess of sixteen (16) hours must be paid to the employee. At the end of the fiscal year, all unit members shall be compensated (paid-out) for all of their unused and accumulated COMP TIME.

**SECTION I** COMP HOURS Forwarded: \_\_\_\_\_ Supervisor's Initials: \_\_\_\_\_

Date	Time		Work Performed	# of Hours Worked	Converted Comp Hours	Cumulative Total
	From	To				

COMP HOURS(Forwarded): \_\_\_\_\_ + Newly earned COMP HOURS: \_\_\_\_\_ = New Total: \_\_\_\_\_

**Section II**

Date	Time Out		Reason	# of Hours Out	Cumulative Total Time Used
	From	To			

**Section III**

New Total : \_\_\_\_\_ - Hours Used: \_\_\_\_\_ = Total COMP TIME Banked: \_\_\_\_\_ \*

**\*This total will be forwarded to the next form.**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_