MSAD Site Council

Wednesday, October 7, 2026 2:00 PM
Faribault MN, 615 Olof Hanson Drive, Faribault, MN 55021

1. **Welcome and Roll Call**

2. **Old Business: None**
3. **New Business**
4. **Policy and Procedure Review**

A. Compensatory Time Payout Procedure

5. **Reports – Comments/Questions (Terry, Jason/Lee, Nichelle, Brittany, Ryan S-H, Board Rep, SBG, Committees)**
6. **Announcements**
7. **Adjournment**

Procedure #4403
Title: **LIQUIDATION OF COMPENSATORY TIME BANKS**
Category: Personnel
Date of Initial Approval: NEW
Revision/Reauthorization Dates:
Reviewers: MSA Superintendent; Director of Human Resources; Department Heads

I. PURPOSE

The purpose of this procedure is to clarify MSA's process of liquidating compensatory time banks at the end of each fiscal year (July 1st through June 30th).

II. PROCESS

Pending the availability of funds, MSA will liquidate all employees' compensatory banks during the last pay period of each fiscal year. Advance notice will be given to employees according to timelines required in each union's bargaining agreement.

Additionally, whenever an employee transfers to a new position at MSA that has a different pay rate, the compensatory bank of that employee will be liquidated and paid out in cash prior to the transfer. This does not apply to employees in a temporary work-out-of-class assignment.

Employees wishing to keep compensatory time bank balances beyond the June 30th deadline must make a request in writing to the superintendent's office for an exception. The superintendent will respond within 7 days with approval or denial of those requests.