5250 Compensatory Time

This policy applies only to staff who hold non-exempt jobs. For more information on the non-exempt classification, see policy 5310 "Employment Structure."

When non-exempt staff work in excess of 40 hours in a given work week, they have the option to convert the overtime hours into compensatory time off. A work week starts on Monday at 12:00 am and ends the following Sunday at 11:59 pm. Holiday, compensatory time, annual leave, sick leave, and early release hours do not count as hours worked when calculating overtime hours which would be converted to compensatory time for purposes of this policy.

Compensatory time is paid time away from the job and is given at the rate of 1½ hours for each overtime hour worked. The maximum amount of compensatory time which may be accrued by any one staff member at any time is 80 hours. If there is an exception to this maximum, it must be approved by the supervisor and Vice President for Administrative Services and Finance. When a staff member exceeds these limits of compensatory time earned, the staff member shall be paid for each hour over the maximum at the overtime rate. All compensatory time is to be used with a balance of zero by June 30 for that fiscal year. The fiscal year runs July 1 through June 30. The staff member shall receive monetary payment in their June paycheck for any remaining balance. Payment for accrued compensatory time under this circumstance or at termination shall be made at the rate at which it was earned.

To the extent feasible, a staff member's desire to receive compensatory time instead of overtime shall be honored.

All compensatory time off must be approved by the staff member's supervisor in the same manner that other time off is requested.

Procedure

Any overtime worked must be authorized in advance by the staff member's supervisor. For information regarding overtime, see to policy 5240 "Overtime." The need to work for emergency purposes is an exception. For the purposes of this policy, a qualifying emergency is defined as a need that could not be anticipated and that requires immediate attention (i.e. cannot be deferred to the next working day).

For a staff member to request the conversion of overtime hours to compensatory hours, they need to send an email to their supervisor and copy Payroll requesting this conversion by the employee Web Time Entry deadline. The supervisor must approve this request via email to the Payroll Office by the supervisor deadline for Web Time Entry.

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