

COMPENSATORY TIME OFF

The University will give compensatory time off in lieu of payment of overtime worked.

Compensatory time off for overtime work is to be given at the rate of time and one-half for all hours worked in excess of forty (40) hours per week during the week in which it occurs. If the overtime occurs, department heads must secure permission from the division's chief administrator to compensate the employee for overtime hours or to allow compensatory time off later. SEE OVERTIME POLICY.

Should a non-exempt employee work more than 40 hours during the established work week, he/she will be given compensatory time at the rate of one and one-half hours for each hour worked. For the purpose of computing compensatory time, holidays, paid leave, extended sick leave, and compensatory time off will not be treated as hours worked. Payment of overtime is at one and one-half times the hourly rate. For salaried, non-exempt employees, hourly rate = monthly salary divided by 173.33.

The determination as to whether an employee will receive pay or paid time off shall be made by the supervisor; with the appropriate administrator's approval. Compensatory time off will be earned and should be recorded on the basis of one and one-half hour off for each overtime hour worked. Overtime hours worked and compensated with compensatory time off at a time mutually agreeable between the employee and his/her supervisor must be approved in advance.

Employees who are properly classified as exempt are paid a base salary and are not eligible for overtime or compensatory time off. While all employees, exempt and non-exempt alike, are expected to maintain regular work hours, the hours of exempt employees are not predetermined. Sometimes, for instance, an exempt employee may need to work extra hours, or days, to complete a project or task or otherwise to perform his or her work in a professional and acceptable manner. No additional compensation is paid to an exempt employee when such an employee works extra or additional hours or days.

Overtime work applies only to non-exempt employees and is to be performed only when approved by the employee's department supervisor in advance. Compensatory time off is to be taken before the end of the fiscal year during which it was accrued. The maximum compensatory time which may be accrued by an employee shall be 240 hours. Campus Police Officers may accrue a maximum of 480 hours. Banked compensatory time must be used before paid leave and/or extended sick leave is used.

Monetary payment to an employee (at the time of resignation, retirement, termination, death of the employee, or any other method of separation from the university) for accrued/"banked" compensatory time will be permitted. Separating employees are to use their compensatory time hours prior to the effective date of their separation.

An employee transferring from one department to another is required to use accumulated compensatory time prior to transferring unless circumstances prevent using the overtime and provided the Vice President of the employees respective division approves.

It is the responsibility of the supervisor to maintain records on compensatory time. Each department will assume the responsibility for maintaining adequate compensatory time records for its employees. A record must be maintained of each employee's compensatory time balance and documented on the monthly time sheet and Request for Leave Forms and submitted to the Office of Human Resources.

An employee's failure to record his or her time in a prompt, accurate and regular manner and/or an employee's negligent or intentional falsification of time or leave records are serious offenses. An employee who engages in such conduct will be disciplined up to and including termination of employment.

