**Policy No. 106: Compensatory Time**

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| Policy Number: 106  | Effective Date: 10/25/86  |
| Policy Title: Compensatory Time  | Revised: 07/01/97, 03/15/05, 08/23/17 |
| Approval Date: 12/11/06  | President’s Signature: on file  |

**STATEMENT:**

In cases where staff members work in excess of 40 hours per week, compensatory time-off work may be granted in lieu of actual monetary overtime compensation.

**PROVISIONS:**

I. Compensation will be made in the form of time-off at the rate of time-and-a-half (e.g. six hours off for four hours worked) for each hour worked over 40 in any workweek. For hours beyond the regular work schedule but less than 40, the rate of time-off shall be one hour off for one hour worked.

II. In order to be eligible for compensatory time off, the work performed in excess of the regular work schedule must be at direct request of, and authorized by, the Supervisor and/or the Department Head.  A written agreement between the University and employee to pay compensatory time in lieu of pay must be completed by the employee and is contained on the overtime slip.

III. When a non-exempt employee is required to work on any designated Board or institution holiday, that employee at his/her option shall receive regular pay for the number of hours actually worked on that holiday plus substitute time off or additional pay at the rate of one and one-half (1 1/2) times the number of hours actually worked on the holiday.

IV. Compensatory time must be used within a reasonable period of time, generally within one year of accrual.  The employee may accrue not more than 240 (480 hours for employees in public safety) compensatory hours based on time actually worked and shall be paid overtime compensation in cash for any additional overtime hours worked beyond 240 / 480.  Use of such compensatory time must be requested and scheduled two weeks in advance with the employee’s supervisor or work unit.  Approval for the use of accrued time off shall be dependent upon the efficient and continued operation of the department or unit.

V. Only non-exempt positions qualify for compensatory time off.  The decision as to whether overtime must be worked is the supervisor’s.

VI. The appropriate supervisor/department head will be responsible for maintaining a permanent written record showing overtime worked and compensating time off granted for each eligible staff member under his jurisdiction.

VII. Should an employee’s employment be terminated; any unused compensatory time shall be reimbursed as follows:

 A. The average regular rate received by such employee during the first three years of employment; or,

 B. The final regular rate received by such employee, whichever is greater.