



COMPENSATORY TIME POLICY

Officers of the University, Administrative Officials and any other **Exempt employees are not eligible for compensatory time.**

Administrative Employees (non-exempt hourly) who work beyond 35 hours per week up to and including 40 hours per week, with prior authorization from their Supervisor, are eligible to receive compensatory time equal to the extra hours worked (one hour of compensatory time for one hour worked). The expectation is that employees will be available to work additional time which may include weekends and/or evenings, when necessary. Employees are also expected to be flexible and adjust to changes in schedules or working schedules when communicated by the Supervisor. **Time worked beyond 35 hours per week without the Supervisor's prior approval is not authorized and does not qualify for compensatory time.**

Compensatory time will only be granted in units of 30 minutes for hours worked between 35 and 40 hours per week, in accordance with staffing needs and appropriate prior authorization.

Accumulated compensatory time should be taken at a time convenient to the employee and staffing needs as per the immediate Supervisor, preferably within one month of earning the compensatory time. A total of 35 hours of compensatory time will be the maximum amount of hours permitted to be banked. There will be no accumulation of hours beyond 35 hours.

Compensatory time used is not considered hours worked in computing overtime.

Earned or used compensatory time must be reflected on timecards. The employee's Supervisor is required to review timecards and approve compensatory time indicated. The Department Head is required also to review timecards for budgetary impact.

Compensatory time is maintained in the ADP Portal, Time and Attendance under Comp Time.

Upon termination, the employee will be paid for accrued compensatory time at the rate of the employee's base rate of pay applicable at the time of such accrual up to the maximum of 35 hours.