



Administrative Rules

Subject: Compensatory Time (Professional-Technical Employees) **AR#** 6.10.012

Based on Board Policy: [F-10, Employee Compensation](#)

Approved by Council/President: Administrative Services Council

Date Approved/Amended: 08/14/2002

Value Statement

Professional-Technical employees are exempt employees who provide valuable professional, supervising, managerial and technical services to the college. These employees are entitled to compensating time for hours worked in addition to the regular schedule.

Rule

Professional-Technical employees are expected to work their scheduled hours each week. The schedule of work activities should be organized so that employees are not required to work overtime, except when necessitated by business operations.

To maintain compliance with the State and Federal applicable regulations, including the Fair Labor Standards Act (FLSA), all approved work over 40 hours within a work week will be compensated with hour-for-hour compensatory time.

It is the policy of Austin Community College (“ACC” or “the College”) to comply with all applicable state and federal regulations, including the Fair Labor Standards Act.

Supervisors are responsible for the work schedule and assignments of all employees under their supervision. Employees must receive the supervisor’s prior approval to work overtime and to receive compensatory time. Supervisors must keep track of their employees’ overtime and compensatory time and ensure that compensatory time is taken within the academic year accrued.

Professional-Technical employees will earn compensatory time for hours worked in excess of 40 hours a week. Compensatory time will accrue at the rate of one hour for every hour worked over 40 hours. Work over 40 hours in a week must have prior supervisory approval.

If an employee works more than the regularly scheduled hours on one day but is directed to take off an equal number of hours during the regularly scheduled work hours in the same pay period, no compensatory obligation is incurred.

Workweek and Work Schedule

The standard workweek is established as follows: Beginning on Sunday, 12:01 a.m. (morning) and ending Saturday, 12:00 p.m. (midnight).

Only paid time which is worked counts. No other time, such as vacation, sick leave, or holidays, counts as hours worked. An employee must actually work more than 40 hours in a week to earn compensatory time, unless otherwise approved by the supervisor to work during Winter or Spring Break or on a holiday.

Part-time Professional-Technical employees must work their scheduled hours. If they work more than their scheduled hours in a week, they are paid an hourly rate for hours worked above the scheduled FTE amount. Should an employee work more than 40 hours in a week, the hours above 40 are compensated as compensatory time.

Accrual

There is no limit to the amount of compensatory time Professional-Technical employees may accrue each fiscal year. No more than 50% of compensatory time accrued during a fiscal year may be carried forward to the new fiscal year.

Employees may not be paid for accrued compensatory time. Any exceptions to this policy must be in writing and approved by the Executive Vice President and the Vice President, Human Resources.

Record Keeping

The immediate supervisor is responsible for approving and tracking compensatory time. The tracking documentation must be written, and the employee shall receive a copy of the documentation.

President/CEO:

Date:

