



Guidelines/Procedures

Subject: Recording of Compensatory Time for Exempt Employees

Guideline/Procedure for AR#: [6.10.012](#)

Date Effective: 10/23/02

These guidelines are provided to implement the Compensatory Time policy for Professional-Technical employees; see [Administrative Rule 6.10.012](#).

Professional-Technical employees are employed to work a forty-hour workweek. It is not always feasible to control work volume within the forty hours, therefore employees may need to work beyond the normal work schedule to complete projects or may be requested by their supervisors to work additional hours to achieve departmental goals. Work hours beyond the regular schedule should only be necessary in those situations where the work is essential to the mission of the College and cannot be accomplished within the normal work schedule.

PROCEDURES:

1. Employees may receive credit for compensatory time (“comp time”) after working 40 hours in a workweek. Prior to reaching 40 hours of work in a week, the employee may request approval from his/her supervisor to work beyond the regular work schedule as compensatory time (“comp time”), or the supervisor may ask an employee to work more than 40 hours as compensatory time.
2. When an employee is requested by a supervisor to work beyond the regular work schedule, advance notice should be given to the employee, whenever possible.
3. The supervisor must approve or deny compensatory time prior to the employee working more than 40 hours per week.
4. If approved, the supervisor shall provide the employee with a Compensatory Time Record form to record the time worked beyond 40 hours. The employee shall complete the [form](#) and return it to the supervisor at the end of the week. The [form](#) shall be maintained by the supervisor in the department personnel files.
5. The supervisor is responsible for approval of compensatory time, tracking time, and documentation.
6. If the employee works more than 40 hrs per week without prior supervisory approval, the additional time worked shall be considered work done on a voluntary basis.
7. Compensatory time shall accrue at the rate of one hour for every hour worked over 40 hours.
8. Employees must record the appropriate use of their time for their timesheet.
9. Supervisors should ensure that compensatory time is taken within the same or next pay period, or as soon as possible, to avoid accruing comp time hours.
10. Compensatory time should be taken within the same fiscal year. When it is not feasible to take all accrued comp time in the year earned, no more than 50% of compensatory time accrued during a fiscal year may be carried forward to the new fiscal year.
11. The supervisor shall ensure that the employee receives a copy of the [Compensatory Time Record form](#) or pertinent documentation.

President/Executive Vice President:

Date:

