



## COMPENSATORY TIME FOR NON-UNION NON-EXEMPT EMPLOYEES PROCEDURE

**Board Bylaw:**  
**Policy Number: 4.3001**  
**Subject Area: Personnel**  
**Adopted: 05/10/2023**  
**Revised: 05/10/2023**

Paid holidays are included when determining hours worked for the work week. Paid, non-working hours, such as sick leave, vacation leave, campus closure, and /or personal leave, etc. will not be included for the purpose of determining hours worked for the week.

Prior approval for compensatory time must be submitted on the Overtime Request form for supervisor's approval. Request for time to be accounted as compensatory time must originate with the employee. Compensatory time is submitted the employee's paper timesheet or Self-Service electronic time entry.

Employees' individual compensatory time balance information is updated at the end of each month after earning.

If an employee transfers to an exempt position before utilizing all compensatory hours, the employee will be compensated for unused compensatory hours on the employee's next regular payroll at the most recent pay rate in effect for the non-union, non-exempt position.

Upon leaving employment, a non-union, non-exempt employee will be paid for unused compensatory hours on the employee's next regular payroll at the most recent pay rate in effect for the non-union, non-exempt position.

Upon approval and adoption of the compensatory time policy, employees whose unused compensatory time balance is greater than 40 hours will be grandfathered in at the current balance and be expected to reduce compensatory time balance to the required 40 hours by June 30, 2024.

Union employees should refer to compensatory time language in the current collective bargaining agreement.