



COMPENSATORY TIME FOR POLICE OFFICERS PROCEDURE

Board Bylaw:

Policy Number: 4.3003

Subject Area: Personnel

Adopted: 09/13/2023

Revised: 09/13/2023

Hours worked, paid holidays, and paid non-working hours, such as sick leave, vacation leave, campus closure, and/or personal leave are included when determining hours worked for the work week for sworn Police Officer staff.

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 on 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 rate of pay.

Upon leaving employment, Police Officers will be paid for unused compensatory hours on the employee's next regular payroll at the most recent rate of pay.

Upon approval and adoption of the compensatory time policy, Police Officers whose unused compensatory time balance is greater than 60 hours will be grandfathered in at the current balance and be expected to reduce compensatory time balance to the required 60 hours by June 30, 2024.

Approved: September 13, 2023