Department of Pediatrics’ Compensatory Time Agreement

Purpose: To convert overtime hours worked to compensatory time, the employee must voluntarily accept compensatory time off in lieu of overtime pay by signing the Compensatory Time Agreement. Non-exempt positions are allowed to accrue compensatory time off work instead of receiving payment for overtime hours worked. Both overtime pay and compensatory time off are given at the rate of time and one-half of the regular rate for every overtime hour worked.

_____ I understand that I will be expected to work overtime periodically based on mission needs as approved by my manager/supervisor in my position in the Department of Pediatrics.

_____ I voluntarily accept compensatory time instead of receiving payment for overtime hours worked.

_____ I understand that the maximum amount of compensatory time that my division will allow me to accrue is 80 hours.

_____ I understand that this agreement will remain in effect until:
   • I decline compensatory time and request payment of overtime, or
   • My manager/supervisor ends this agreement and determines that overtime should be paid.

_____ I have reviewed and understand the Overtime/Compensatory Time procedures that are documented below.

(Type or print employee’s name & sign) __________________________   Date __________________________

(Type or print division manager’s/supervisor’s name & sign) __________________________   Date __________________________

Overtime/Compensatory Time Procedures

EXEMPT POSITIONS:
• Employees in exempt positions are not paid for overtime or given compensatory time.

NON-EXEMPT POSITIONS:
• Employees are provided with overtime pay or compensatory time-off for hours worked over 40 in a workweek.
• Workweek begins at 12:01 a.m. Saturday and ends at midnight the following Friday.
• Time absent from the job for vacation, holiday, sick or other paid leave is not counted as time worked for the purpose of computing overtime hours.
• Compensation for hours worked over 40 in a workweek may either be given as overtime pay or as compensatory time-off.
   • Both overtime pay and compensatory time off are given at the rate of time and one-half of the regular rate for every overtime hour worked.
   • Employees in non-exempt positions must obtain the supervisor’s approval prior to working overtime.
   • Employees who work overtime without the supervisor’s approval must be paid for hours worked, but may be subject to disciplinary action, pursuant to Policy 5-111: Corrective Action and Termination Policy for Staff Employees.
• Overtime Pay
   • The employee should expect to receive overtime pay for hours worked over 40 in a workweek.
   • A supervisor may offer compensatory time off in lieu of overtime pay. However, the employee has the right to accept or decline compensatory time and receive pay at time and one-half. If compensatory time is acceptable to the employee, then the supervisor must ask the employee to sign a Compensatory Time Agreement.
• Compensatory Time
   • Compensatory time is recorded in the time and attendance system as it is accrued and as it is taken.
   • Actual hours worked and compensatory time taken must be documented.
   • The maximum compensatory time that the University will allow is 240 hours; however, the department can establish a lower limit. If a non-exempt employee achieves the maximum accrual, and resigns, retires, or is discharged at a time when he or she has a balance of unused compensatory time off, the employee will be paid for the unused compensatory time. Payment will be calculated using the current regular rate.