

WORK CONDITIONS AND HOURS

COMPENSATORY TIME

Compensatory time and compensatory time off are defined as hours when an employee is not working and which are paid for at the employee's regular rate of pay. These hours are not counted as hours worked in the week in which they are paid.

At the discretion of the supervisor, a nonexempt employee who works overtime (in excess of 40 hours in a work week), may be given the choice of receiving monetary compensation or of taking compensatory time off at a time mutually agreeable with the employee's supervisor. **Note:** The decision to pay overtime wages or to accumulate compensatory time is the decision of the employee's supervisor.

Compensatory time shall be earned at the rate of one-and-one-half hours for each hour of overtime work performed. The maximum compensatory time which may be accrued by any affected employee shall be 60 hours (40 hours of actual overtime hours worked). Employees automatically receive compensation for any hours earned above the 60 hour cap.

Employees transferring from one department to another are required to use accumulated compensatory time prior to transferring, or be paid by the department in which the compensatory time was earned.