

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Compensatory Time Policy**

**DATE: October 26, 1993**

**NUMBER: 2.22**

**REVISION(S): 6/26/01**

The policy regarding overtime at Ouachita Technical College is based on the Federal Fair Labor Standards Act, the Compensatory Time Act 695 of 1981, and the related policy statement developed by the Office of Personnel Management and the Department of Finance and Administration. By definition, compensatory time shall be granted in lieu of payment for overtime hours.

Compensatory time is intended for use only on those rare occasions when it is necessary for a non-exempt employee to work in excess of the regularly scheduled workweek to accomplish specific tasks.

**Specific elements of the policy include:**

1. Supervisors are encouraged to use flextime instead of compensatory time. Flextime is authorizing an employee to work non-standard hours during a week so that the employee will not need to work more than 40 hours.
2. Compensatory time may be earned only with the prior approval of the appropriate Administrator (Executive Committee member) and the Vice President of Finance and Administration or the President.
3. All employees performing qualifying non-exempt work within a workweek will accrue compensatory time at the rate of one and one-half times the number of hours worked in excess of forty hours.
4. Compensatory time must be earned before it can be used.
5. Used compensatory time will be paid at the employee's base hourly rate of pay.
6. Compensatory time may be used in lieu of Sick Leave and shall be used until the balance is depleted before using Annual Leave.
7. No employee may accumulate compensatory time in excess of one hundred sixty (160) hours.
8. Upon termination from employment, the employee will receive a cash payment for unused compensatory time accrued at the average regular rate received during the last three (3) years or the final regular rate received, whichever is higher.

9. Compensatory time shall be used during the calendar year in which it was accrued.
10. Work performed on official holidays will be handled under the standard leave policy.

**Policy procedures include the following:**

1. The employee's immediate supervisor will determine the need for overtime and submit the Request for Approval of Compensatory Time form to the appropriate Administrator (Executive Committee member).
2. The Administrator will provide a copy of the form to the Vice President of Finance and Administration or the President for approval prior to the employee working the overtime.
3. Complete and accurate records regarding compensatory time earned and used shall be maintained and included as a separate category on the employee's time sheet or leave records.
4. The payroll clerk who maintains the leave records shall provide notice to all employees with accrued compensatory leave time, on or about October 1 and December 1, about their accruals and about this policy. A copy of the notice shall be provided to the Vice President of Finance and Administration.

Any questions regarding this policy or these procedures may be discussed with the appropriate administrator or the President.

AUTHENTICATION (Signature):		COPP
_____	06/26/01	
President	(Date)	2.22