OVERTIME AND COMPENSATORY TIME OFF

It is the policy of Temple College to allow overtime or compensatory time off for non-exempt employees. Leave requests to use compensatory time off is a management prerogative and should be administered in consideration of the needs of the College and the departments involved. Overtime hours must be approved by the immediate supervisor prior to time worked.

Definitions:

WORKWEEK – A 168-hour period starting at 12:00 AM Saturday and ending at 11:59 PM Friday.

OVERTIME – Time actually worked in excess of forty (40) hours in any one workweek. Paid holidays, annual leave, compensatory time, and sick leave or any combination used during the workweek do not count toward the forty hours worked. Overtime is calculated at one and one half times any time worked over 40 hours in a workweek.

COMPENSATORY TIME OFF (Comp time) – That time off (calculated as one and one-half times any time worked over 40 hours in a workweek) granted during the employee’s regular established shift with the objective of reducing or eliminating the hours worked in excess of forty (40) hours in any previous workweek of the same payroll period.

Grant employees receiving comp time, if accumulated and not used by the end of the fiscal year, will be paid for the remaining comp time in conjunction with their regular monthly check on August 31, the end of the fiscal year.

Eligibility: Those employees eligible for overtime and compensatory time are defined as employees classified as non-exempt under the wage and hour provisions of the Fair Labor Standards Act.