

# Compensatory Time Notification

Non-exempt employees are subject to the overtime provisions of the Fair Labor Standards Act (FLSA) and must be compensated according to FLSA guidelines for all hours actually worked in excess of 40 hours in the standard workweek. The standard work week is defined as 12:01 am Sunday and extending through the seven-day period at midnight the following Saturday. In lieu of overtime payment, Seward County Community College/Area Technical School will grant compensatory time off as set by FLSA regulations.

1. Compensatory hours will be calculated as follows:
  - a. Hours in excess of forty hours actually worked within the standard workweek will be compensated at time and one-half. Paid leave (annual/vacation, sick, holiday, etc) taken is not counted as hours worked in determining compensatory time computation.
  - b. In situations where a non-exempt employee has not worked more than forty hours in a workweek, but the total hours worked plus hours of paid leave exceeds forty, the employee will be compensated for the excess hours by computation of compensatory hours at straight time.
2. Administration of compensatory time.
  - a. The Human Resources Office is responsible for the implementation and administration of the compensatory time procedure.
  - b. Figuring of compensatory time will occur each month and show on the employee's direct deposit statement or check.
  - c. Leave reports are distributed each month to administration and supervisors noting compensatory amounts with cost for each employee.
3. Paid leave and compensatory time taken need to be noted on the employee's timecard.
4. Limits and requirements of compensatory time.
  - a. All overtime must be authorized in advance by employee's supervisor.
  - b. Supervisors will be responsible for monitoring and documenting all overtime worked by employees under their supervision.
  - c. Supervisor may require the employee to take time off during the work week to prevent the accumulation of compensatory time.
  - d. Compensatory time/overtime may not be worked as an option to accumulate hours in order to avoid using annual leave.
  - e. An employee may not accrue more than 240 total hours of compensatory time for overtime hours worked.
5. Use of compensatory time.
  - a. Employee must have supervisor's permission to use accrued compensatory time.
  - b. Permission is requested by completing a leave request.
  - c. In most cases, the supervisor will allow employee to use compensatory time. However, use of requested time off, may be denied at times when in your supervisor's opinion, your absence would disrupt critical functions of the department.
  - d. Accrued compensatory time should be used within a reasonable time frame; within 30 days of accrual, whenever possible.
6. Payment of overtime.
  - a. Supervisor may elect to pay overtime occasionally for special events.
  - b. An overtime authorization form must be completed for each payroll to pay employee.
  - c. Occasional payment of overtime does not negate accruing of compensatory time.
7. Payment of compensatory time
  - a. Employee's compensatory time may be paid in full upon the discretion of the College.
  - b. Upon termination of employment, compensatory time will be paid in full.

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Employee's Signature

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Date