


Effective Date		Date of Revision		<h1>Policies, Rules And Regulations</h1>
5-16-66		12-1-92		
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UNIVERSITY POLICY STATEMENT:

It is the policy of Eastern Michigan University, at its discretion, to grant compensatory time for staff employees in lieu of overtime pay in accordance with limiting provisions of the Fair Labor Standards Act and specific employee collective bargaining agreements.

Non-exempt classified employees accrue compensatory time at a rate of one and one-half hours (premium rate) for all actual overtime hours worked. **Exempt** classified employees are ineligible for compensatory time, except as may be specified in collective bargaining agreements. Exempt employees who are eligible for compensatory time accrual under the terms of a collective bargaining agreement shall be credited compensatory time at a rate of one hour (straight time) for all actual overtime hours worked.

UNIVERSITY PRACTICE :

University practices for implementing this policy include:

1. Work hours for which compensatory time is granted must be authorized in advance and must fall within the applicable job classification/responsibility.
2. Earned compensatory time may only be carried over upon transfer or promotion to a different position and/or employee group with permission of the hiring authority in the receiving department.
3. Hiring authorities are obligated to minimize carry-over of accrued hours from one hiring authority to another by granting earned time off prior to transfer or promotion.
4. Requests for use should be made at least two weeks before the date desired and may be approved subject to department scheduling and operational needs.
5. For purposes of computing overtime pay: compensatory time, paid holidays, paid sick days, paid personal days, or paid vacation days shall be considered as time worked.

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Applicable to Non-Exempt Classified Employees Only:

6. While it is expected that compensatory time balances will be regularly expended, should a balance remain at the time of termination, it will be paid off at the employee's then-current rate of pay.
7. Accumulated compensatory time balances shall not exceed 80 hours unless otherwise indicated by collective bargaining agreement, or unless specifically authorized in writing by the divisional vice president. In no event may compensatory time balances exceed 160 hours. Hours earned beyond the 160-hour limit must be paid at the appropriate overtime rate.
8. Compensatory time earned during the period of July 1-March 31 must be expended no later than June 30. Compensatory time earned during the period of April 1-June 30 must be expended no later than September 30 of the succeeding fiscal year.

Applicable to Exempt Classified Employees (who are eligible for Compensatory Time accrued under terms of a collective bargaining agreement):

9. It is expected that compensatory time (1) will be kept to a minimum and, (2) balances will be regularly expended.
10. Accumulated compensatory time balances shall not exceed 80 hours, unless specifically authorized in writing by the divisional vice president. In no event may compensatory time balances exceed 160 hours.
11. Compensatory time earned during the period of July 1-March 31 must be expended no later than June 30. Compensatory time earned during the period of April 1-June 30 must be expended no later than September 30 of the succeeding fiscal year.

RESPONSIBILITY FOR IMPLEMENTATION:

The Executive Director of Human Resources is responsible for the overall implementation, administration, and interpretation of compensatory time policies.

The Vice President for Business and Finance, through delegation to the Payroll Office, is responsible for implementation and maintenance of necessary central record keeping systems to monitor and control compensatory time accumulations within policy limitations.

Department heads/directors and other divisional supervisory personnel are responsible for approving compensatory time in lieu of overtime pay within policy limitations, and reporting earned hours and usage through the regular payroll system.

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SCOPE OF POLICY COVERAGE:

This policy has University-wide application for all regular employees to the extent that it is not limited by a collective bargaining agreement.

Additional regulation on this subject may be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision
Minutes of the Board of Regents, May 16, 1966; para. .385M. Minutes of the Board of Regents, December 1, 1992; para. .4628M.