

## Compensatory Time Frequently Asked Questions

### What is Compensatory Time or 'Comp Time'?

Compensatory time off may be granted to eligible employees who meet the District standards as defined by **Board policy 6.12 Overtime/Compensatory Time Off Under Certain Circumstances**. In simpler terms, employees who are approved to work additional time which will result in overtime may select comp time as an optional form of compensation. Advance approval from the appropriate administrator/supervisor is required and must be consistent with the terms of the applicable collective bargaining agreement, if any.

- In order to grant employees comp time in lieu of cash overtime, they must sign form **PBSD 2212 Compensatory Time off In Lieu of Overtime Request** in advance of working. This will allow you to offset the generated overtime to comp time hours. (for further details on this form, please see bulletin **#P-12162 – CAO/CCSB Compensatory Time Agreement**)
- **What is Overtime?** Overtime is hours earned after employees work or are compensated for hours in excess of 40 in a normal work week.
  - Only one bargaining unit, SEIU/FPSU, allows employees to earn overtime if leave is used during the work week and therefore places them in a compensated status.
  - All other bargaining units require employees to be present to earn overtime.
  - If an employee works (or is compensated in the case of SEIU/FPSU employees) more than 40 hours in the work week, he or she will be paid cash overtime.
- **What is Extra Straight Time?** Employees whose normal schedule is less than 40 hours, for instance a 30 hour per week Paraprofessional, who work in excess of 30 hours but not over 40, are entitled to the additional time at their regular hourly rate of pay or what is called 'Extra Straight Time'. These employees MAY NOT earn comp time unless their hours for the week exceed 40 and **only** for those hours over 40.
- Comp time is earned at 1.5 times the number of hours worked since overtime is paid at 1.5 times the hourly rate of pay.
- **TO RECAP – COMP TIME IS ONLY IN LIEU OF OVERTIME HOURS OVER 40 IN A WORK WEEK AND MUST BE APPROVED BEFORE IT IS WORKED.**

## When can Comp Time be earned and then used?

Once all steps have been taken to ensure an employee may earn comp time, timekeepers in schools and departments will make adjustments in the District's timekeeping/payroll system (PeopleSoft).

- Employee's regular hours will be recorded on the timesheet page in PeopleSoft. For those employees who use the Time collection devices (TCD's), they would record 'in' and 'out' punches for the time worked as they normally would. For those employees not currently using TCD's the timekeeper would record total hours by day for time worked as regular hours – for example, a school secretary who works additional hours during the week.
- On the Monday morning after the week in which the additional time was worked, timekeepers will view Payable Time Summary in PeopleSoft to determine if overtime was calculated and earned.
- Follow step by step directions to reclassify the overtime to comp time. The directions can be found on the District's website under job aids on the PeopleSoft Portal. The job aid is entitled **"T&L Comp Time Adjustment - Job Aid"**. Bulletin **P-12902-CAO/COO - Tracking and Using Compensatory Time** references this job aid.
- Since overtime is calculated after 40 hours, overtime hours will generally be reflected on Fridays or the end of the week. It is necessary to reclassify the overtime to comp time at the end of the week, NOT on the day when the extra time was worked.
- If overtime is NOT calculated, but extra straight time is, you MAY NOT reclassify the extra straight time to comp time. You MAY NOT enter comp time when overtime has not been generated in the system. If this procedure is used, employees run the risk of being paid both comp time and overtime. The procedures in the job aid should be followed to ensure this does not occur.
- Comp time may be taken the week following the one in which it was earned provided balances allow.
- Employees may not earn AND use comp time within the same 40 hour work week. If employees must leave early a rescheduling of their time should occur to ensure their 40 hour schedule is reached.

## Additional Miscellaneous FAQ's on Comp Time

- Employees may accumulate 60 hours at any one time of earned compensatory time. (based on 40 hours worked times 1.5)
- Pursuant to Board policy, the period in which comp time is earned and used **begins with August 16<sup>th</sup> of each year and ends on August 15<sup>th</sup> the following year**. It does not follow fiscal or calendar year timeframes.
- Hours unused by August 15<sup>th</sup> of each year **will be paid** pursuant to the policy. Be cognizant of the fact that budgets will be impacted if employees have not exhausted their balances as of this date.
- Notices will be provided in the spring of each year to remind worksites to inform employees with remaining balances to exhaust their time before their last duty day of the year.
- **You may NOT pay overtime and then offset later to comp time for a previous period. Corrections submitted to Payroll for previous time periods will be returned. Timekeepers should also not adjust previous time to avoid the payment of overtime once it has been paid.** Management of time and exceptions each period on a timely basis should ensure that this does not happen prior to the time being paid.
- Special provisions pursuant to Board Policy 6.12:
  - Section 3F - Any accumulated comp time must be used before the effective date of any leave of absence without pay.
  - Section 3G - Requires that employees who transfer from one location to another OR who are promoted from a non-exempt to an exempt position must use all accrued comp time prior to the transfer; if not used, the remaining hours will be paid and budgets will be impacted.
- Pursuant to Fair Labor Standards (FLSA), employees who terminate, resign or retire will be paid for any unused comp time balances at the time of termination. To avoid impacting your budget, worksites should be mindful of balances and ensure employees exhaust any remaining balance prior to termination.

## Supporting Documents Concerning Compensatory Time

- **Board policy 6.12 *Overtime/Compensatory Time Off Under Certain Circumstances***
- **Bulletin #P-12162 – CAO/CCSB Compensatory Time Agreement**
- **PBSD 2212 Compensatory Time off In Lieu of Overtime Request – form**
- **Bulletin P-12902-CAO/COO - Tracking and Using Compensatory Time**
- **T&L Comp Time Adjustment – job aid which can be found on the PeopleSoft portal page**