

Facilities and Grounds Compensatory Time Policy

Unit: Facilities and Grounds

Contact: Duane Lamb

Effective Date: 1/1/2020

Title: Associate Vice President for Facilities and Grounds

Revision Date:

Purpose

The purpose of this policy is to define the Compensatory Time (hereafter referred to as comp time) practices for non-exempt employees within the Facilities and Grounds Department to be more consistent with the guidelines of the Fair Labor Standards Act, and the Finance and Operations Compensable Time Policy. This policy does not apply to Exempt Employees that meet the duty and salary criteria of the Fair Labor Standards Act.

Policy

Accrual of Compensatory Time

Departments within Facilities and Grounds may choose to allow non-exempt employees to accrue and use comp time in lieu of pay for overtime hours worked. In order to accrue comp time in lieu of paid overtime, both employee and supervisor must agree, in writing, prior to overtime eligible work being performed.

Compensatory time is subject to the following provisions:

1. An employee shall not earn more than 40 hours of comp time during any calendar year. The total balance of comp time accrued may not exceed 40 hours at any time. However, employees that have more than 40 hours of comp time at the time this policy is implemented will retain their accrued comp time, but will not be eligible to earn additional comp time until their current balance falls below 40 hours. At that time, the provisions of this policy shall apply.
2. When an employee has reached the maximum of 40 hours of earned comp time for a calendar year, all additional overtime hours worked shall be paid at the overtime rate of one and one-half times the employee's regular rate of pay.
3. Once an employee has elected to be compensated at an overtime rate and has been paid accordingly, the employee may not subsequently attempt to convert their hours worked into comp time.

Use of Comp Time

Based on the critical nature of the services provided by Facilities and Grounds, it is vital that the department maintain necessary levels of staffing. Employees should request use of comp time at least three (3) working days (72 hours) in advance to allow their supervisor time to determine if minimum staffing requirements can be met. The supervisor will notify the employee as soon as possible concerning their request to use comp time

Employees who have requested the use of comp time should be permitted to use such time within a reasonable period after first making the request, in accordance with established leave policies, if use of the time does not unduly disrupt the operations of the unit.

Facilities and Grounds Directors/Managers will notify the employee, within a reasonable time, whether the comp time request is granted.

The supervisor should offer the employee, within a reasonable time, an alternate date(s) off if the initial request to use comp time cannot be approved.

There may be special circumstances in which comp time cannot be approved due to high staffing levels needed. Such circumstances include, but are not limited to, athletic events, student move-in, graduation, or campus crises.

An employee who has accrued comp time off may be required to use the comp time after receiving notice to do so. The Facilities and Grounds Director/Manager may choose to require that any time off requested be paid using comp time rather than annual or sick leave. The Facilities and Grounds Director/Manager may direct that an employee take unscheduled time off using comp time if staffing requirements are met for that time.

In the event an employee's non-exempt status changes to exempt, comp time must be used prior to the effective date of the change or be paid out.

Upon separation of employment from the University, comp time must be paid in a monetary lump sum and may not be used as creditable service or to adjust the last day worked by an employee.

This policy may be revoked at any time by the Associate Vice President of Facilities and Grounds, or higher UA Administration.

Scope

This policy applies to all non-exempt Facilities and Grounds employees.

Office of the Vice President of Finance and Operations

Signed: DocuSigned by: *Cheryl Mowdy* 9/30/2019
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Cheryl Mowdy
Assistant Vice President for Finance and Operations