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I. COMPENSATORY TIME AUTHORIZED IN LIEU OF OVERTIME PAY

In lieu of time-and-a-half wages, compensatory time may be granted to full-time, staff, non-exempt employees who work more than forty (40) hours in a given workweek as prescribed by the Fair Labor Standards Act, unless otherwise specified in this policy. Whether compensatory time or time-and-a-half wages is used to compensate for overtime work shall be at the sole discretion of the College in each individual case.

II. ACCRUAL AND USE OF COMPENSATORY TIME

A. Accrual

The employee's immediate supervisor must approve, in writing, any time over forty (40) hours per week prior to the employee working the time. Overtime work is discouraged and should only be implemented due to an emergency or extraordinary situation. Approved leave taken during a workweek (i.e., annual, sick, holiday, etc.) will not be counted as time worked for purposes of overtime.

If it is necessary for an employee to work over forty (40) hours per week, one and one-half (1.5) hours of compensatory time shall be granted for each hour of overtime worked. The employee is responsible for accurately and honestly recording hours worked on time records and in accordance with College policy and practice. The employee's supervisor shall review and approve time records at the conclusion of each period to determine that all recorded overtime hours are accurate.

Compensatory time shall be accumulated in quarter hours. The College shall round up to the nearest quarter hour when calculating compensatory time.

B. Use

Employees are required to use compensatory time prior to using any other accrued leave (e.g., annual, bonus, sick, etc.).

The employee's immediate supervisor must approve the use of compensatory time. To the extent possible, compensatory time should be used within the pay period it was received. An employee who has accrued compensatory time and requests the use of such time must be permitted to take the time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the College's operations.

C. Restrictions

Except in extreme circumstances and with the approval of the divisional Executive Leader, supervisors shall make sure that employees do not accrue more than forty (40) hours of compensatory time at any time and that all accrued compensatory time is used by the last day of the fiscal year (June 30th). If an employee fails to exhaust their compensatory time by the end of the fiscal year, the divisional Executive Leader shall consult with the President to determine whether the unused accrued compensatory time shall be paid to the employee or if the College shall require the employee to use the leave by the end of the following fiscal year or otherwise forfeit their compensatory leave balance.

D. Exceptions Allowing for Overtime Pay

An employee who has accrued two hundred forty (240) hours of compensatory time shall instead be paid overtime compensation for any additional overtime work.

In the event an employee leaves their College employment, the employee must, to the extent possible, exhaust all compensatory time before the last day of employment. Unused compensatory time must be paid at a rate of not less than the average of the employee's regular pay rate for the last three years of employment or the final regular rate received by the employee, whichever is greater. Compensatory time may not be used to extend dates of retirement, resignation, or other forms of severance from the College.

E. Unapproved Work & Failure to Follow Policy

Any unapproved work shall be counted towards compensatory leave but may be grounds for disciplinary action.

Failure to follow the requirements set forth in this policy is grounds for disciplinary action, up to and including termination.

REFERENCES

Statutory References	29 U.S.C. Chapter 8 (The Fair Labor Standards Act of 1938)
Regulatory References	1C SBCCC 200.94, 29 CFR 553, 29 CFR § 785.11
Relevant Guidance	None
Policy Manual Cross-References	Referenced by: ● Procedure 3.2.4.1 - Leave Requests

POLICY HISTORY

January 1, 2025	Adopted.
September 24, 2025	Revised to expand flexibility for the payment of overtime wages at the discretion of the College administration. Extended compensatory time expiration period to run for at least one (1) fiscal year.