

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.6	Classification and Compensation Administration	Revised:	December 2004
<b>Policy 4.6.6</b>	<b>State Compensatory Time for Exempt Employees</b>	Responsibility:	Vice President for Human Resources

---

## **STATE COMPENSATORY TIME FOR EXEMPT EMPLOYEES**

### **Policy**

It is the policy of Health Science Center that the work schedules are organized so that exempt employees are not required to work in excess of established work periods, except when demanded by operating necessities.

Exempt employees are expected to fulfill their job responsibilities within a reasonable work time period and are not required under FLSA to account for overtime hours worked.

At the discretion of the department Chair or Director, an exempt employee may be allowed equivalent time off when the employee works in excess of forty (40) hours in a single workweek. The calculated forty (40) hour workweek may include paid leave or holidays.

Policies for the granting of equivalent time must be clearly stated in the departmental operating manual.

Faculty and administrative and professional employees shall not be paid overtime compensation. Departments are specifically discouraged from requesting approval of overtime compensation to exempt classified employees for the performance of their regular job duties.

---

### **Applicability**

This policy applies to all faculty, administrative and professional (A&P), fellow, student employee and exempt classified employees of the Health Science Center.

---

### **State Compensatory Time (Equivalent Time)**

State compensatory time may be granted when the exempt employee works in excess of forty (40) hours in a workweek that includes paid leave such as sick, vacation, personal or holiday. If approved by the department head, the exempt employee may receive state compensatory time on an hour for hour basis.

---

### **Provisions**

1. State compensatory time must be taken during the 12-month period following the end of the workweek in which it was earned.

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.6	Classification and Compensation Administration	Revised:	December 2004
<b>Policy 4.6.6</b>	<b>State Compensatory Time for Exempt Employees</b>	Responsibility:	Vice President for Human Resources

---

An employee may not be paid for the unused time. Departments may require employees to use up any state compensatory time balance before using vacation, sick or personal leave.

2. State compensatory time cannot be transferred from one state agency to another.
3. An employee must use all accrued state compensatory time before transferring from one department to another. However, exceptions may be made if the receiving department is willing to accept the transfer of the individual with accrued state compensatory time.
4. Employees will not be paid for any unused state compensatory time upon termination or death.

---

**Paid State  
Compensatory  
Time**

1. Only under exceptional circumstances, when allowing state compensatory time off is impractical, will overtime compensation be paid at the regular rate of pay, which includes longevity pay, hazardous duty, and benefits replacement pay (BRP).
2. Only exempt classified employees are eligible for paid overtime.
3. Any paid overtime service required must have the prior approval of the Director of Payroll Services.

---

**Recordkeeping**

Departments must maintain state compensatory time balances.

---