

Compensatory Time

Policy Under the State's overtime compensation policy, certain employees are designated as Administrative, Executive or Professional. Employees in these categories are exempt from the provision for overtime pay. To grant these employees compensating time is a decision that must be made by the agency head. When compensatory time is granted to Administrative, Executive, or Professional employees, the provisions outlined below apply.

Covered Employees

Type of Appointment	Is Employee Eligible?	
	Yes	No
Full-time or part-time (half-time or more) Permanent, probationary, trainee, or time-limited	x	
Temporary, intermittent, or part-time (less than half-time)		x

Amount Compensatory time is awarded at a rate not to exceed the individual's straight-time equivalent rate.

Advisory Note: Before generating compensatory time, the BEACON HR/Payroll System will use hours worked in excess of the employee's established work schedule to:

- pay back advanced leave liabilities owed to the State,
 - pay back adverse weather liabilities owed to the State, and
 - offset paid leave hours reported in the same workweek.
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Non-cumulative Compensatory time is not cumulative beyond a twelve-month period.

Nontransferable Compensatory time may not be transferred to another agency.

Separation Compensatory time is lost when an employee is separated from State service. The employee's separation date may not be moved forward in order to pay for compensatory time.

Advisory Note: Agencies may develop their own policy within these guidelines.
