



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. III—COMPENSATORY TIME 2.0

SPA EXEMPT COMPENSATORY TIME POLICY

UNIVERSITY POLICY

I. Introduction

The University recognizes that in exceptional, limited situations, SPA employees who are exempt from the overtime provisions of the federal Fair Labor Standards Act (i.e., 'FLSA exempt' employees) may be required to work significantly longer work hours or work weeks than normally are required. This policy is designed to treat such situations equitably and to recognize the work, commitment and dedication of employees who put in those extended hours. This policy is applicable to all SPA employees designated as FLSA exempt and is the only compensatory time policy for these employees at North Carolina A&T State University.

Full-time FLSA exempt employees generally are expected to work at least forty hours each week and as many hours as necessary to complete their jobs. This policy does not change these expectations. Rather, it recognizes the existence of exceptional circumstances in which the short-term workload of particular FLSA exempt employees may be especially burdensome. Examples of these exceptional circumstances might include but are not limited to:

- Temporary high priority project assignments with mandatory deadlines
- Overload work performed while one or more vacancies in a department are being filled
- Work required to meet work deadlines related to the academic cycle

II. Eligibility

SPA employees in FLSA exempt positions are eligible under the following conditions:

Type of Appointment	Eligible	Not Eligible
Full-time or part-time (0.50 FTE or greater) permanent, probationary, trainee or time-limited	X	
Temporary, intermittent or part-time (less than 0.50 FTE)		X
EPA Employees		X

III. Compensatory Time Allowed

Both the employee and the supervisor shall discuss in advance the need for unusually longer work hours or work week. The supervisor and the employee shall agree in writing in advance that this work shall be governed by this policy, and that all documented hours worked beyond 40 in a work week shall be granted as compensatory time. Compensatory time is granted on an hour-for-hour basis.

Compensatory time is earned only in exceptional situations, typically only for periods of three months or less. The appropriate Dean or Vice Chancellor may extend the period for earning compensatory time by an additional three months. The request and the extension must be in writing.

Compensatory time is not cumulative beyond a twelve-month period. For this reason, an employee should take compensatory time as soon as possible after it is credited. If compensatory time is not used within twelve calendar months after it is credited, it is lost. Likewise, management must carefully review the employee's leave balances to ensure that compensatory time earned is used prior to the use of any other type of leave.

Compensatory time may not be transferred to any other type of leave, position within the University or state university or agency. There is no payout of compensatory time, and any remaining compensatory time is lost when an employee is separated from the position in which the compensatory time was earned. The employee's separation date may not be moved forward in order to pay for compensatory time.

IV. Recordkeeping

Compensatory Time Off balances are maintained in Banner and may be accessed via Banner Self-Service.

V. Questions

If you have questions about this policy, contact Leave Administration in the Division of Human Resources at (336) 334-7862.

Approved by the Board of Trustees

Chancellor

Vice Chancellor for Human Resources

Date Original or Revision is Effective: Upon approval

First approved: February __ , 2011

Revised: