

Compensatory Time

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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

Full-time and part-time (20 hours or more) permanent, probationary, and time-limited employees are eligible for compensatory time.

Temporary and part-time (less than half-time) employees are not eligible for compensatory time.

Amount

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

Not Cumulative

Compensatory time is not cumulative beyond a twelve-month period.

Not Transferable

Compensatory time may not be transferred to another agency.

Compensatory Time

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.
