

PERSONNEL 3.0

Attendance and Leave -- 3.3

Compensatory Time -- 3.3.k

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POLICY

Compensatory (comp) time is time off with pay earned by exempt, non-executive level employees who are not compensated in cash for time worked in excess of the 37.5 hour weekly schedule. Overtime claimed as comp time must have been worked at the request of the employee's supervisor and is accrued on a weekly basis.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office Personnel.

PURPOSE

To ensure appropriate personnel are available at all times and service delivery is not compromised.

PROCEDURE

Supervisors may authorize employees to work overtime, in addition to their regular work schedule, to accomplish the Bureau's mission. Employees may be required to work overtime when their job requires extra work and their supervisor

gives a reasonable work assignment. The supervisor is responsible for assuring adequate supervision during overtime periods. Employees refusing to work overtime may be subject to disciplinary action.

Employees traveling to and from meetings, at which attendance is considered a work assignment, on a scheduled work day will receive comp time equal to 100% of the time traveled outside the regular work day, less the actual time required to travel from the work station to the employee's home. Employees traveling to and from meetings on an unscheduled work day will receive comp time equal to 100% of the time traveled.

Comp time may be accrued up to a maximum of 100 hours and accumulated comp time must be used before annual leave. Supervisors have the authority to schedule employees to use comp time in order to reduce balances. The Commissioner of the Department of Health has the discretion to grant individual employees maximum comp time limits up to 480 hours. Requests for adjusted comp time should be submitted in writing to the Assistant Commissioner.

Comp time is transferable between State Agencies and Departments. A maximum of 100 hours may be transferred into the Bureau from other Agencies and Departments. If an employee transfers to a Department that will not accept their comp time balance, their prior Department must compensate the transferring employee for the value of their comp time balance.

In lieu of comp time, supervisors have the authority to allow employees to reschedule their work week. If an employee is required to work additional hours early in a week, an equivalent amount of time can be taken off later in the week, so the extra time worked and the time off cancel each other. Time will not be advanced within a work week, in order for time off to cancel out against extra time worked; the extra time must have been worked first. This option is to be used for the benefit of the Bureau, not for the convenience of the employee.

Employees cannot earn comp time and use it within the same work week. Employees who work additional hours at the beginning of the work week and take time off at the end of the week must charge the appropriate leave type for the time off period or reschedule their work week.

NECESSARY FORM

Employee Attendance and Leave Authorization Form

REFERENCE DOCUMENT

Rules of the Department of Human Resources, Chapter 1120-6-.06

OFFICE OF PRIMARY RESPONSIBILITY

Human Resources Section, Bureau of Health Services, (615)741-7305

