

Title :	Flextime/Compensatory Time/Overtime	
Number :		4390.01
Approved :		08/13/20
Reference :	Fair Labor Standards Act Amendments of 1985 (P.L. 99-150)	

For purposes of determining flextime, compensatory time, and overtime, the College’s work week shall be from 12:01 a.m. on Sunday to 12:00 midnight on Saturday.

When peak workload requirements dictate the need for work in excess of eight hours per day, allowance may be accomplished as follows:

FLEXTIME

- A. Flextime must be approved in advance by an authorized supervisor.
- B. Flextime may be granted on a one for one basis for hours worked in excess of eight (8) hours per day.
- C. Twenty (20) hours of flextime shall be the maximum allowable accumulation.
- D. All earned flextime must be taken within the same work week.
- E. Any deviation must be approved by the College President, Vice President of Administration, or Vice President of Academic and Student Affairs.

When peak workload requirements dictate the need for work in excess of 40 hours per week, allowance may be accomplished for non-exempt employees as follows:

COMPENSATORY TIME

- A. Compensatory time may occasionally be granted when a specific employee is required by an authorized supervisor to perform a service for the District.
- B. Compensatory time shall accrue at 1 1/2 times the regular hours worked in excess of 40 hours per work week.
- C. Forty (40) hours of compensatory time shall be the maximum allowable accumulation.
- D. Compensatory time may not be carried over from one fiscal year to the next. Supervisors must see that all compensatory time is used by the end of the fiscal year (June 30).
- E. All compensatory time must be taken prior to termination of employment.
- F. Compensatory time must be approved by the College President, Vice President of Administration, or Vice President of Academic and Student Affairs prior to its occurrence.

OVERTIME

- A. Overtime may occasionally be granted when a specific employee is required by an authorized supervisor to perform a service for the District.
- B. Overtime compensation shall be at 1 1/2 times the regular rate for hours worked excluding flextime in excess of 40 hours per week.
- C. Overtime compensation must be approved by the College President, Vice President of Administration, or Vice President of Academic and Student Affairs prior to its occurrence.

