



College Personnel – Personnel General	2.13
2.13.04      Compensatory (Comp) Time	<i>Adopted: October 12, 2010</i> <i>Reviewed: September 14, 2010;</i> <i>December 13, 2016; June 6,</i> <i>2017</i>



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- a. Overtime pay may be authorized in lieu of compensatory (comp) time and must be approved in advance by the supervisor and the appropriate Senior Leadership Team Member. Only hours actually worked are used in the overtime calculation. If an employee took paid leave (sick, vacation or personal) during the work week, these hours should be subtracted before determining if the employee has worked overtime. Paid holiday hours are considered hours worked and are used in the computation of overtime.
  - b. If applicable, cash payment for accrued compensatory (comp) time will be calculated using the employee's current salary rate.
  - c. If an employee is using compensatory (comp) time during emergency school closings, compensatory (comp) time will not be charged for such days.
  - d. Upon termination an employee is to be paid for accrued compensatory (comp) time using their current salary rate.