



Comp Time for Overtime Exempt Employees

Purpose

The purpose of the Compensatory Time for Overtime Exempt Employees Policy is to set forth the requirements for accrual and use of compensatory time as it applies to overtime exempt employees.

Authority

Fair Labor Standards Act
O.R.C. Section 124.18
O.A.C. 123:1-43 and O.A.C. 123:1-47-01 (A)(2)
DAS Directive HR-D-08

Scope

This policy applies to employees who are exempt from collective bargaining and are also overtime exempt pursuant to O.R.C. Section 124.18 and the Fair Labor Standards Act (FLSA).

Definitions

“Active pay status” means the conditions under which an employee is eligible to receive pay and includes, but is not limited to, vacation leave, personal leave, compensatory time, bereavement leave, administrative leave, and holidays.

Guidelines

- a. Compensatory time can be earned by employees only for work hours which are necessary to the operation of ODA. No compensatory time will be granted for office work which could have been completed during a standard 40-hour week. An overtime exempt employee who is required by a supervisor to be in an active pay status for more than 40 hours in any calendar week may accrue compensatory time.
- b. Compensatory time accrues on an hour for hour basis and may be accrued in no less than one-tenth (1/10) hour increments.
- c. Use of compensatory time requires prior approval by a supervisor and must be taken at a mutually convenient time. Compensatory time must be used in intervals of no less than one-tenth (1/10) hour.
- d. Compensatory time accrual and use must be documented in OAKS Time and Labor system.
- e. The maximum amount of compensatory time which an employee may accrue is 120 hours. Any compensatory time accrued must be used within 365 days after accrual. Any compensatory time not used within 365 days will expire from the employee’s balance.
- f. Compensatory time balances will be maintained in the state’s payroll system and reported on the employee’s earnings statement.



- g. Cash payment for accrued compensatory time is not permitted. Employees may not convert compensatory time to any other form of leave. All compensatory time balances will be forfeited upon termination of employment with ODA. No compensatory time accrued in another state department or agency will be transferable.

Penalties

Violations of this Policy may result in discipline, up to and including removal.

Contact

The Human Resources Director is available for consultation and questions regarding the Compensatory Time for Overtime Exempt Employees Policy.

Revision History

Date	Description of Change
8/2012	Initial Policy Issued
8/2014	Policy Reviewed
7/2015	Policy Reviewed

