

Overtime and Compensatory Time Policy

Purpose: To manage the use of overtime and compensatory time for St. Lawrence-Lewis BOCES employees in accordance with the Fair Labor Standards Act (FLSA).

Application: Employees who hold positions designated non-exempt under FLSA are eligible to earn overtime. Non-exempt employees include all support staff employees and members of the Federation of Instructional Support Personnel (FISP). Exempt employees are not eligible for overtime or compensatory time. Exempt employees generally include members of the Teachers' Association and Administrators.

Terms and Conditions: Overtime or compensatory time accrues when a non-exempt employee works more than 40 hours in any given workweek. The standard workweek is defined as 12:01 am Sunday through midnight, the following Saturday.

Compensatory time off is paid time off that is earned and accrued by an employee in lieu of immediate cash payment for work in excess of 40 hours in a workweek.

Overtime and compensatory time accrue at the rate of time and a half for all hours worked over 40 hours during the standard workweek. Overtime shall be paid at the employee's regular rate of pay.

A Supervisor must approve all overtime and compensatory time in advance.

BOCES reserves the right to use compensatory time in lieu of cash payment for overtime, at the discretion of the supervisor. The supervisor shall notify the employee whether time worked in excess of 40 hours in a work week shall be accrued as overtime or compensatory time prior to authorizing said work.

No employee may accrue more than 240 hours of compensatory time.

Compensatory time accruals must be paid out prior to transfer, promotion, demotion or separation. The BOCES may, in its discretion, choose to pay out some or all of an employee's compensatory time accruals at any time.

An employee cannot earn overtime or compensatory time while on paid leave (vacation, sick, holiday, or floating holiday, business/emergency or on compensatory leave).

Compensatory time may never be taken before it's earned.

All compensatory time earned and compensatory time taken shall be tracked in Win Cap Web. Compensatory time earned forms will be signed by the Supervisor (or the Supervisor designee) and submitted to the Human Resource Department.

Compensatory time shall be accrued and taken in quarter hour intervals.

Adopted: 2/12/2015