

MSU-Billings Personnel Procedures

POLICY REFERENCE: Compensatory Time - Exempt Employees

OTHER REFERENCES: FLSA, 29 U.S.C. 201, et seq.; CFR, Title 29, Chapter V; 39-3-406 M.C.A.; Collective Bargaining Agreements

DATE ADOPTED/REVISED: 10/08/08

I. REPORTING:

Hours worked in excess of forty (40) in a workweek shall be reported on the employee's official time record during the pay period in which it is earned or the time may be forfeited. Compensatory time will be recorded in increments of no less than 15 minutes, but all compensatory time earned in fractions of 15 minutes will accumulate until the 15-minute minimum is attained, at which point the time will be recorded on the employee's time record.

II. APPROVAL:

An exempt employee's supervisor determines whether hours worked by the employee in excess of forty (40) in a workweek will be accrued as exempt compensatory time. An exempt employee must obtain approval from his/her supervisor in advance to work hours that may result in the accrual of exempt compensatory time.

A supervisor may adjust the schedule of an exempt employee within a workweek to avoid the accrual of compensatory time.

III. MAXIMUM ACCRUAL:

In no instance shall an exempt employee accumulate more than 240 hours of exempt compensatory time.

IV. USE:

Accrued exempt compensatory time may be taken off by the employee on a date mutually agreed to by the employee and the supervisor. If a mutually agreeable date cannot be identified, a supervisor may require an exempt employee to take accrued exempt compensatory time off during any workweek. Accrued compensatory time should be used before accrued annual leave unless an employee is required to use excess vacation credits prior to losing the credits. The supervisor will take employee's request into consideration prior to requiring the employee to take time off.

There shall be no lump sum cash compensation for accrued compensatory time upon transfer, termination of employment, or at any other time.

Accrued exempt compensatory time shall not be used to extend an employee's termination date.

V. TRANSFER:

Exempt compensatory time will be transferred with the employee to another MSU-Billings department.

Exempt compensatory time may be transferred with the employee to another MUS campus. If the receiving campus chooses not to accept the compensatory hours, the employee will not receive compensatory time pay out.

If an employee transfers into a contract position, the compensatory hours will not transfer or be paid out.