

Compensatory Time Policy & Procedures

This refers to comp time governed by the Collective Bargaining Agreement (CBA or contract) between the University of Connecticut and the University of Connecticut Professional Employees Association (UCPEA). Please consult the CBA for more detailed information regarding the COMP time policies, procedures, and guidelines.

Whenever an exempt employee is required by the supervisor to work extraordinary hours (those beyond their traditional/standard/approved hours), the supervisor may 1) allow the employee to reduce their hours by an equivalent amount within the same pay-period (hereafter referred to as “flex time”) or 2) award compensatory (hereafter referred to as “COMP”) time off to be used in a subsequent pay-period.

Within the Institute for Student Success, the first and primary option to ensure staff do not go above their approved FTE is utilizing the flex time option. COMP time will only be authorized in the event flex time is not a viable option based on the employee’s responsibilities and work schedule.

Flex Time

Flex time allows a staff member to reduce their equivalent number of hours within the same pay period to ensure they maintain their normal allowable number of hours and reduce the possibility of compensatory time. Flex time can be implemented before or after the day(s) the employee is expected to work extra hours, but you must flex ***within the same pay period***.

If staff responsibilities require the employee to work beyond their traditional shift or on weekends that fall outside of normal work responsibilities, the employee will work with their supervisor to develop a flex time schedule that will ensure they maintain their standard number of hours over the course of the pay period. All flex time schedules must be approved by the first supervisor outside of the bargaining unit (or their designee) **prior** to the employee adjusting the schedule.

In keeping with CBA guidelines and policy, the procedure for initiating a flex time schedule is as follows:

- The first supervisor outside the bargaining unit (or their designee), will confirm in writing to the employee the requirement to work extraordinary hours, specifying the reason for the requirement, and identifying the anticipated reduction in schedule to account for the extraordinary hours worked.
- Where possible, the supervisor may work with the employee to outline the flex time schedule to account for the reduction in hours from other days to make up for the extraordinary hours.

Example: An employee who works 35 hours per week works an additional 2 hours on Monday as a result of a planned workshop activity. With supervisor approval, the employee

adjusts their schedule to leave work 2 hours early on Wednesday. The flex time schedule enables the employee to maintain their 70 total hours over the pay period.

Compensatory (COMP) Time

In the event that a reduced/flex time schedule within the same pay period is not possible or practical, the supervisor may instead authorize the employee, in writing, to accrue compensatory time for future use.

All COMP time must be requested in advanced, when possible, and must be approved by the first supervisor out of unit in advanced as well. All COMP time must be recorded on the employee's leave record as it is earned.

All COMP time must be utilized within two years of being earned at times mutually agreeable to the employee and the supervisor. Employees will make every effort to request the utilization of accrued compensatory time and supervisors are encouraged to approve these requests whenever business needs permit. When requesting leave, COMP time shall be the first leave form taken on an employee's timesheet.

Guidelines for Requesting COMP Time

1. Requests for compensatory time should not be approved for the completion of tasks that should be done during the employee's regular work hours. If the employee is choosing or volunteering to put in extra hours for their own convenience, comp time should not be authorized or awarded.
2. Comp time is awarded for extraordinary hours of work. Accordingly, comp time is not awarded for travel or for time sleeping at a remote location, as these activities are not work. Comp time should not be awarded for **voluntary** attendance at games, conferences, banquets, parades, or similar events. If an event occurs outside regular working hours and the employee is required to attend as part of their duties, comp time may be awarded.
3. Comp time may be awarded after it has been earned in emergency or urgent situations. A written record of the event with an explanation of why prior approval was not received must accompany requests for retroactive comp time. This includes any situation where the flex time schedule cannot be achieved as a result of 1) the employees regular duties prevent a reduced schedule or 2) the need for comp time occurred at the end of the pay period in which a flex time schedule is not possible.
4. **To the extent possible**, consistent with a department's workload, the choice of when to use accrued compensatory time shall be up to the employee.
5. Employees will make every effort to request the utilization of accrued compensatory time and supervisors are encouraged to approve these requests **whenever business needs permit**.

COMP Time & On-Call Status

An employee is considered to be "on call" when they are required to be continuously available for responding to a work-related call for assistance during hours outside of their normal work

schedule. The restraints placed upon the employee's personal freedom shall determine the level of compensation to be afforded for the hours on call as follows:

- a. An employee who is required to be available for call and in order to respond their travel is restricted, shall receive compensatory time equal to twenty-five percent of the time they are required to be on call.
- b. An employee who is required to be available for call but has no restrictions to their travel in order to respond, shall receive compensatory time equal to ten percent of the time they are required to be on call.
- c. Actual time spent working in response to a call shall be compensated hour for hour with compensatory time.