



Revision Responsibility: Director of Human Recourses  
Responsible Executive Officers: Vice President for Finance and Administration

Source/Reference: [TBR Policy 5:01:00:00](#)  
[TBR Guideline P-020](#)  
[TCA § 8-50-801](#)  
Fair Labor Standards Act (FLSA)

## **PURPOSE**

To define circumstances under which compensatory time may be worked and taken; and circumstances under which overtime may be worked and the payment for overtime.

## **POLICY**

- I. Columbia State adheres to [TBR Guideline P-020](#) relative to compensatory time and overtime. The TBR guideline is incorporated into this policy by reference herein and may be accessed through the TBR web site:

[5:01:00:00 General Personnel Policy](#)  
[P-020 Procedures for Implementation of the 37.5 hour Work Week](#)

- II. Control of Compensatory Time and Overtime
  - A. Supervisors are responsible for ensuring that non-exempt employees in their areas of responsibility are aware of and adhere to the beginning and ending of their workdays as well as their lunch period.
  - B. Compensatory time and overtime should not be used on a routine basis, but rather in the case of emergencies, seasonal and annual events, peak work periods or other unusual circumstances. Supervisors should keep the use of compensatory time and overtime at an absolute minimum through careful planning of workloads.

- III. Workweek

For purposes of computing compensatory time and overtime, the Columbia State workweek begins at 12:01 a.m., Sunday and ends at 12:00 midnight on Saturday.

#### IV. Compensatory Time

##### A. Applicability

Compensatory time is applicable only to regular full- and part-time clerical and support personnel (non-exempt employees). It does not apply to temporary, student, faculty, professional staff or administrative staff employees who are classified and exempt employees under the Fair Labor Standards Act.

##### B. Computation of Compensatory Time

Columbia State will award compensatory time at straight time for hours worked in excess of an employee's regularly scheduled hours up to 40 hours in a given workweek. Employees will receive compensatory time at time-and-a-half for hours worked in excess of 40 hours per week. Hours worked are calculated based on actual hours worked and holiday hours only.

##### C. Use of Compensatory Time

1. Employees must submit a Request for Leave form prior to taking the compensatory leave.
2. Employees should request compensatory leave at a time when it will not unduly disrupt the operation of the department or the college.
3. Use of compensatory leave is subject to the approval of the employee's supervisor.
4. Employees must exhaust all compensatory leave prior to requesting annual leave.
5. Employees may voluntarily elect to use compensatory time in lieu of sick leave, but cannot be forced to use sick leave in lieu of annual leave or compensatory leave.

#### V. Overtime

##### A. Applicability

Overtime will be paid only to non-clerical support personnel in facilities services and designated Columbia State temporary hourly employees.

##### B. Computation of Overtime

Eligible employees will receive compensation at their regular pay rate for overtime worked between 37.5 hours and 40 hours in a workweek, and at time-and-a-half for time worked over 40 hours in a given workweek. Hours worked are calculated based on actual hours worked and holiday hours only.



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## **PROCEDURES**

### **I. Compensatory Time**

- A. When it is necessary for a clerical or support employee to work beyond his or her regularly scheduled hours, the employee must complete the Compensatory Time Authorization form and submit it to his or her supervisor for approval prior to working the additional hours.
- B. After the work has been performed, the employee records on the Time Record portion of the Compensatory Time Authorization form actual hours worked and compensatory leave taken, signs the form and returns it to his or her supervisor.
- C. The supervisor reviews the form for accuracy and with signature approves the work and forwards it to the office of human resources.
- D. All monthly-paid clerical or support personnel earning compensatory time must record the actual hours earned and used on their Monthly Payroll Time Sheet. This form is provided to each support staff employee monthly by an automated email for each employee to print for completion and submittal.
- E. The following schedule of tenths of hours shall be followed in documenting all time worked:

.1 hour	=	1 – 6 minutes	.6 hours	=	31 – 36 minutes
.2 hours	=	7 – 12 minutes	.7 hours	=	37 – 42 minutes
.3 hours	=	13 – 18 minutes	.8 hours	=	43 – 48 minutes
.4 hours	=	19 – 24 minutes	.9 hours	=	49 – 54 minutes
.5 hours	=	25 – 30 minutes	1.0 hours	=	55 – 60 minutes

### **II. Overtime**

- A. The supervisor authorizes the employee to work additional hours by completing the Overtime Authorization form.
- B. The employee records on his or her timesheet the actual hours worked and submits the time sheet to his or her supervisor.
- C. The supervisor reviews the form for accuracy and with signature approves the work and forwards it to the Payroll office with the Overtime Authorization form(s) and leave slips.