

Effective Date: This policy is in effect beginning July 1, 2017.

Policy: According to the UW System UPS Operational Policy TC3 Compensation, UW System employers have discretion to determine eligibility and for approving scheduled use of accrued compensatory time. UW-River Falls allows the accrual and use of compensatory time in lieu of an overtime payment for non-exempt (hourly) University Staff. Police Officers are not eligible to earn compensatory time.

Procedure: An employee who is eligible to earn compensatory time in lieu of an overtime payment must secure approval from his/her supervisor prior to working the additional hours. Supervisors should attempt to adjust the employee's workweek schedule, if possible, to avoid the earning of compensatory time. Non-exempt (hourly) employees must accurately record actual hours worked in their "My UW" timesheet.

Compensatory time accrues at one and one-half times for each hour worked over 40 hours in a week (excludes leave time taken and/or holidays). The workweek runs from Sunday through Saturday.

As required under Operational Policy TC3, eligible employees will be limited to accumulating no more than 80 hours of compensatory time (53.3 actual hours worked X 1.5). Payment shall be made for any additional time worked that would result in exceeding this limit.

Employees are encouraged to use their accrued compensatory time as soon as practicable and it must be used prior to the use of available personal holiday or vacation leave time. Supervisors must ensure that no compensatory time is available prior to approving an employee's leave time entry in their HRS timesheet.

All compensatory time must be used prior to April 30 of the year following that in which the compensatory time was earned (i.e. compensatory time earned in 2017 must be used by April 30, 2018). Anyone failing to use this time prior to this date may be subject to appropriate disciplinary action. Supervisors are encouraged to approve the use of earned compensatory time as work assignments allow.

Earned compensatory time not used by April 30 of the year following that in which the compensatory time was earned will be paid out.

Note: An eligible employee cannot “volunteer” to do extra work in the unit if payment would otherwise be required in order to get the work accomplished.

Upon termination of employment, any unused compensatory time will be converted to cash payment and received by the employee in his/her final earnings.

Authority

The UW-River Falls Chancellor approves this policy in accordance with the Administrative Policy process. The Assistant Chancellor for Business and Finance is responsible for the substance of, and compliance with all administrative policies. The Policy Owner (Responsible Office) is responsible for the administration and maintenance of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

University Responsibilities

Human Resources is responsible for administration of this policy.

Related Documents

UPS Operational Policy: TC3 Compensation

Contact

Please direct questions about this policy to administrative-policy@uwrf.edu.