



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **DEA-2      Compensatory Time for Full-Time Non-Exempt Employees**

**APPROVED:** June 10, 1985    **REVISED:** September 1, 1995  
**Year of last review:** 2025  
**AUTHORIZING BOARD POLICY:** DEA

Classification: Administrative

Vice President or Associate Vice President: Vice President of Finance & Administration

Designated contact: Comptroller

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**OBJECTIVE:** To establish guidelines for the accumulation, use and payoff of compensatory time.

**PROCEDURE:**

- I. Full-time members of the District who are non-exempt employees under the Fair Labor Standards Act (FLSA) are entitled to compensation for overtime after forty hours of work in a workweek compensated at regular overtime, premium overtime or, compensatory time. A decision between the employee and the supervisor as to the method of compensation will be made prior to the performance of work. Budget heads must ensure that prior to a commitment to compensatory time that funds are available in the overtime budget to cover the expense of a payoff, if required.
  - A. Compensatory time may be accrued at the rate of regular overtime or premium overtime. Regular compensatory overtime is defined as one hour of compensatory time for each hour worked in excess of 40 compensated hours. Premium compensatory overtime is defined as one and one-half (1 1/2) hours of compensatory time for each hour worked in excess of 40 hours worked.
  - B. Employees may accumulate up to a maximum of 120 hours of compensatory time. The accrual period will coincide with fiscal year of the institution which is September 1 through August 31. All compensatory time must be taken within the same fiscal year in which it is earned.
  - C. Accrual and use of compensatory time will be reflected on the Monthly Time and Absence Report. Additionally, when employees desire to use compensatory time they will submit the request by using the Leave Reporting and Permission to be Absent Form. The request will be submitted by the employee and approved by the supervisor in advance of the absence.
  - D. Supervisors must ensure that the Monthly Time and Absence Report, Leave Reporting and Permission to be Absent Form, and the Leave Summary Report all accurately reflect time accrued and taken.
- II. Reconciliation of Compensatory Time
  - A. Excess Accrual -- When an employee accrues compensatory time in excess of 120 hours, the Payroll Department will automatically pay the additional hours at the current rate of pay in the next regular paycheck.
  - B. Job Transfer -- When an employee transfers from one department to another where different accounts are used to pay the salary, all accrued compensatory time earned from the losing department will be paid at the employee's salary rate prior to the transfer, or the employee will be allowed to use accrued compensatory time prior to reporting to the new job.
  - C. End of Fiscal Year -- Any compensatory time which is unused at the end of the fiscal year will be paid at the employee's salary rate as of August 31. This payment will be made in a special fiscal year close out payroll with checks being distributed in the September mid-month payroll.
  - D. Separation/Retirement -- Upon separation or retirement from the District, any compensatory time which has not been used will be paid at the employee's current salary rate as of the last day worked.
  - E. On Demand -- Supervisors may foresee that operational requirements will not allow employees to utilize earned compensatory time and that funds are available in their approved overtime budget to defray the cost of

a payoff. Likewise, employees may decide they do not desire to use compensatory time which they have earned but would prefer to receive direct compensation for hours worked. Should either situation occur, and funds are available, an On-Demand payment will be honored by the Payroll Department. On-Demand payment requests will be submitted on the Leave Reporting and Permission to be Absent Form. Payoff of compensatory time will be made at the employee's current salary rate at the time the request is made. The payoff will be disbursed in the employee's next regular payroll cycle.

- F. Non-availability of Funds -- Should an employee accumulate compensatory time and funds are not available in the approved budget for payoff of overtime, the supervisor will ensure that all accrued compensatory time is taken prior to the close of the fiscal year.
- G. Grant Activities -- All compensatory time accrued by individuals whose employment is funded by external sources must be taken or paid annually by the closing date of the grant. Expenses not settled by the close of the grant date will be paid from the sponsoring department's institutional account.