SOP - Paying out compensatory (comp) time

Overview
- If a non-exempt employee physically works 40 hours in a work week, he/she is eligible for overtime (OT).
  - If the supervisor requires the employee to work overtime, the employee can choose to have it paid at time-and-a-half or earn compensatory time.
  - If the supervisor only offers compensatory time for overtime hours work, the employee can choose to accept or decline the overtime work.
- Each hour of overtime work converts to 1.5 hours of comp time.
- Employees can accrue up to 100 hours of comp time.
  - Different thresholds apply to 7k-exempt employees (certain public safety positions)
- Any comp time over 100 hours will automatically be paid out by Kronos.
- To request payout of comp time under 100 hours, the employee should email his/her supervisor to request the payout and specify the number of hours to be paid.
  - Department head must approve the comp time payout.
- The supervisor should email his/her employee acknowledging receipt of the request.
  - If approved, the supervisor completes the necessary comp time payout steps in the time & attendance system.

Relevant policy information
Local Government:  P-61 – Staff Schedules, Time Tracking, and Compensation Policy
Public Schools:  GCJ – Licensed and Classified Staff Schedules and Overtime/Compensatory Time Compensation

Step-by-step documentation
Paying out comp time

What employees need to know
- To request payout of comp time under 100 hours, email your supervisor to request the payout and specify the number of hours to be paid.
  - Department head must approve the comp time payout.
- Employees who move from a non-exempt position to an exempt position must be paid out for any earned comp time on their last day of non-exempt employment.

What supervisors need to know
- When you receive a request to have comp time paid out, acknowledge receipt of the request.
- Review the request with your department head and notify the employee of the decision.
- If a non-exempt employee moves into an exempt position, he/she must be paid out for all earned comp time on the last day of non-exempt employment.

What timekeepers need to know
- As part of your weekly audit, review any comp time payouts.