

Compensatory Time

Rowan University supervisors may authorize employees to earn and use compensatory time; however, there are guidelines that must be followed to ensure that the University complies with collective bargaining unit provision, NJ Administrative Code Regulations, the Fair Labor Standard Act and Rowan policies.

It must be noted that flex time is the appropriate method of permitting employee flexibility during the pay period. Compensatory time should only be recorded when an employee works hours beyond their normally scheduled hours during the two week period. Within the same pay period, if an employee works additional hours one week and takes time off the next week, then flextime rules apply and compensatory time is not recorded.

To determine use of comp time:

1. First, determine employee's workweek status and bargaining unit.

Workweek status

- NL (no-limit) Employees
 - NL employees are not entitled to overtime or cash compensation. NL employees do not receive monetary compensation for any comp hours accrued (only time off). NL in the AFT unit may earn compensatory hours according to the side bar agreement. Non AFT employees may only earn compensatory hours when the employee is required to work on a regularly scheduled day off. Compensatory time will not be granted for work done as an extension of the regular work day except under extraordinary conditions which must be explained and approved in advance by the appropriate VP/Provost. NL employees assigned to work on the holidays will be paid for the holiday and receive compensatory time on an hour for hour basis.
- NE (non limited, non-exempt) Employees
 - NE employees may earn compensatory time for time worked in excess of their normal work schedule. For the hours between 35 and 40 hours a week, NE employees have no claim to overtime but may receive compensatory time on an hour for hour basis. Compensatory time will not be granted for work done as an extension of the regular work day except under extraordinary conditions approved, in advance by the VP/Provost. Anytime worked over 40 hours a week receive either cash compensation or compensatory time (determined by the department) at 1.5 times the hours worked over 40. For work performed during a

holiday, the employee will be paid for the holiday and earn 8 hours compensatory time (five at straight time and two at time and a half).

- 40 (forty hour per week) Employees
 - Employees who work 40 hours a week may earn either cash compensation or compensatory time (determined by the department) at 1.5 times the hours worked. Forty hour employees assigned to work the holiday will be paid for the holiday and will receive compensatory time at 1.5 times the hours actually worked.
- 35 (thirty-five hour per week) Employees
 - Employees are entitled to earn either cash compensation or compensatory time (determined by the department) at 1.5 times the hours worked. Thirty five hour employees assigned to work the holiday will be paid for the holiday and will receive compensatory time at 1.5 times the hours actually worked.
- Managers are not entitled to overtime or compensatory time. However, hours worked on holidays are eligible for compensatory time on an hour for hour basis. Flextime rules do apply to managers.

IF an employee works an alternate work week schedule, the provisions concerning compensatory time for the alternate work week schedule are applicable and could be different.

2. Determine the employee's union status. An employee's union status is also very important when determining how and when an employee may earn or use compensatory time.

- AFT- a side bar agreement between AFT and Rowan governs comp time for AFT NL (no-limit) employees. Section 1 covers most issues; however, the entire provision applies. Highlights include:
 - From time to time NL staff employees may be called upon to meet unusual work time requirements. In such event the affected employee may request from his/her immediate supervisor roughly comparable time off.
 - Past practice at the college ordinarily defines the work week at 35 hours distributed over no more than 5 days. If the work requirement of the job is beyond the normal 35 hours per week, the affected individual may arrange to receive roughly comparable time off. Such arrangements shall not be on an hour for hour basis nor will there be cash compensation.
 - This comparable time may be taken within 60 days after the unusual work time was expended unless otherwise agreed to by the affected employee and his / her immediate supervisor. In the event that the 60 – day limit requires that comparable time be made up during a period when the office work load is heavier, such comparable time may be postponed to a period

when that work load is lighter. However, comparable time must be taken within a year from the time the unusual work pattern occurred.

- o Arrangements for taking comparable time shall be mutually agreed to by the affected employee and his / her immediate supervisor.
- IFPTE- Article 11, Compensatory Time Balances governs the use of compensatory time for IFPTE employees.
 - o Article 1(A) When employees accumulate compensatory time balances, the appointing authority will provide administrative procedures to assure the employee that such compensatory time balances will not be taken away, but will be scheduled as time off or alternatively paid in cash.
 - o Article 11 (D) states “ordinarily, a maximum of eighty (80) hours of compensatory time may be carried by an employee. Where the balance exceeds eighty (80) hours the employee and the supervisor shall meet to amicably schedule such compensatory time off.
 - o Article 11(E) –An employee may be required to schedule compensatory time off in keeping with the need of the work unit or department, such a request will not be made in an arbitrary fashion.
- CWA- All four bargaining unit contracts contain Article 9, Compensatory Time Balances, and are identical. Basically, the language concerning accruals is Art 9, Section C, which states:
 - o Ordinarily, a maximum of eighty (80) hours of compensatory time may be carried by an employee. Where the balance exceeds eighty (80) hours, the employer and the supervisor will meet to amicably schedule such compensatory time off.
- PBA replaced The Fraternal Order of Police as the collective bargaining agent for the campus police officers/recruits and the Sgt. Campus Police and LT Campus Police are separately represented by independent law enforcement unions, and as yet, a successor agreement has not been published.
 - o Under the three law enforcement agreements that expired on 6/30/11, employees could carry a maximum of one hundred (100) hours of compensatory time. This maximum limit still applies until a successor agreement is ratified.

*Normally, the University holds classes on certain holidays during the academic year (Columbus Day, Veteran’s Day, and President’s Day). If classes are being held on these holidays, the University will provide full support services. Managers of the various offices will work with employees to determine who will be needed to provide the necessary services.