

CP 2-2: Compensatory Time

COLLEGE PROCEDURES CP 2-2

APPROVED: September 24, 2001

EFFECTIVE: September 24, 2001

REFERENCES: BP 2-2

Classified employees must receive permission from their immediate supervisor to accrue overtime/compensatory time or use compensatory time. Work should be scheduled and overloads anticipated so that compensatory time will be the preferred method; overtime will be allowed only in true emergency situations and on a very limited basis.

Overtime/compensatory time will be accrued at the rate of 1½ hours for each hour more than the assigned 40 hour work period. The time shall be recorded, and may be used at a mutually agreeable later date during regular work hours. Whenever possible, compensatory time should be used at the earliest possible time convenient for both the employee and supervisor.

Compensatory time is not to be claimed in connection with attendance at seminars or meetings that are primarily for professional development.

SCOPE These procedures apply to Dawson Community College.

History: 6/28/1993