

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES COMPENSATORY TIME	Procedure 3.1.4.1
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Haywood Community College offers compensatory leave for employees who are classified as non-exempt from the Fair Labor Standards Act (FLSA) provisions.

For accrual and use of compensatory time, the following rules shall apply:

1. The workweek is defined as Monday 7:00 AM – Monday 6:59 AM. Compensatory overtime leave will be earned at the rate of one and one-half hours for every hour worked over 40 in a defined workweek.
2. The employee's immediate supervisor must approve, in writing, any time over forty (40) hours per week prior to the employee working the time. Overtime work is discouraged and should only be implemented due an emergency or extraordinary situation.
3. If it is necessary for an employee to work over forty (40) hours per week, one and one-half (1.5) hours of compensatory time shall be granted for each hour of overtime worked. The employee is responsible for accurately and honestly recording hours worked on a time records and in accordance with College policy and practice. The employee's supervisor shall review and approve time records at the conclusion of each period to determine that all recorded overtime hours are accurate.
4. The defined workweek may be modified when there is a:

Federal Holiday
College Holiday
Inclement Weather Event
Emergency Situation
College Closure

When the College is closed due to one of the aforementioned events, the workweek is modified to be reflective of the hours the college is open. Non-exempt employees in critical positions who are required to work any hours over and above the defined/modified workweek, will receive compensatory leave at a rate of 1.5 hours.

For example, if Monday HCC is closed due to inclement weather, followed by regular schedule the rest of the week, the defined workweek would shift to 32 hours.
For example:

- If a Non-exempt employee in a critical position is required to work the Monday college is closed for inclement weather, they will earn 12 hours of comp for that day.

- If a Non-exempt employee remains at home on Monday and does not work that day, but does work 2 hours beyond their normal schedule on Tuesday, at the direction of their supervisor, they would earn 3 hours of comp time for that day.
5. Except in extreme circumstances and with the appropriate Vice President's approval, supervisors shall make sure that employees do not accrue more than forty (40) hours of compensatory time at any time.
 6. Every effort should be made to exhaust compensatory leave as soon as possible after it is accrued. Every effort should be made for any accrued compensatory leave time to be used by the last day of the fiscal year (June 30th). If an employee fails to exhaust his/her compensatory time by the end of the fiscal year, the appropriate Vice President shall consult with the President to determine whether the unused accrued compensatory time shall be paid to the employee or if the College shall require the employee to use the leave at a time determined by the Vice President.
 7. Employees are required to use compensatory time prior to using any other accrued leave (annual, bonus, sick, etc.) with the one exception that Personal Observance Leave may be used before compensatory time.
 8. The employee's immediate supervisor must approve the use of compensatory time. To the extent possible, compensatory time should be used within the pay period it was received. An employee who has accrued compensatory time and requests the use of such time must be permitted to take the time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the College's operations.
 9. In the event an employee leaves his/her College employment, the employee must, to the extent possible, exhaust all compensatory time before the last day of employment. Unused compensatory time must be paid at a rate of not less than the average of the employee's regular pay rate for the last three years of employment of the final regular rate received by the employee, whichever is greater. Compensatory time may not be used to extend dates of retirement, resignation or other forms of severance from the College.
 10. Compensatory time shall be accumulated in quarter hours. The College shall round up to the nearest quarter hour when calculating compensatory time.
 11. Compensatory leave time may be taken in units of not less than one-quarter hour.
 12. Failure to follow the requirements set forth in this policy is grounds for disciplinary action, up to and including non-renewal or termination.

Adopted: 09-15-2022

Cross Reference: Procedures 3.1.3.3 – Full and Part-Time, Non-Curriculum Working Hours
Legal Reference: 1C SBCCC 200.94; Fair Labor Standards Act (29 U.S.C. 201, *et seq.*)