

OFDDA POLICIES

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COMP TIME POLICY

1.0 PURPOSE

The purpose of this Policy is to establish personnel guidelines for compensating employees with time off for work performed beyond normal working hours.

2.0 ELIGIBILITY

2.1 All regular full time and part time personnel are eligible to accumulate Comp Time according to the standards set in this Policy.

3.0 OPERATION

- 3.1 Comp Time may be accumulated on the basis of an equal number of hours off for an equal number of hours worked for time worked other than an employee's normal work day.
- 3.2 Comp Time may only be accumulated in full hour segments.
- 3.3 Comp Time may be taken in lieu of pay.
- 3.4 Comp Time must be taken within the same pay period. Any time not taken within the pay period shall automatically be paid to the employee at their normal hourly rate of pay.
- 3.5 All overtime must be approved by the President of OFDDA or designee.