

MSU Extension Compensatory Time Procedure

Eligible staff

CT staff and AP levels 9, 10, and 11.

Definitions

Compensatory Time – Time provided at a time-and-one-half rate in lieu of overtime pay for non-exempt employees under FLSA and/or exempt employees with contractual rights to time-and-one-half overtime payment in certain circumstances.

Overtime – Hours worked in excess of 40 in any defined work week and then paid at a time-and-one-half rate.

Flex Time – Extra hours worked during an employee's unscheduled work time that is then used to alter the employee's regular work schedule a different day during the same work week.

Exempt – Employees not eligible for overtime pay under the Fair Labor Standards Act (FLSA).

Non-exempt – Employees eligible to receive the statutory minimum wage and time-and-one-half overtime pay for hours worked in excess of 40 in any defined work week under the Fair Labor Standards Act (FLSA).

Steps for approval and use of Compensatory Time

Discussion

The supervisor and employee discuss the compensatory time process and determine if this is a viable and agreeable option.

Agreement

Staff and supervisors are required to have a completed [MSU Extension Agreement to Accept Compensatory Time Off in Lieu of Overtime Pay](#) form in place, to be renewed annually each March 1st, regarding the accrual, use, and payout of compensatory time prior to any compensatory time being earned.

The completed form must be submitted by the supervisor to Institute/Department Leadership for approval. The signed, approved Agreement should then be forwarded to the District Director (DD, if applicable), the appropriate Fiscal Officer (FO), and MSU Extension Human Resources (msue.hr@msu.edu).

Compensatory Time Cap

Staff are eligible to accrue up-to 60-hours of compensatory time for use at a later date, from March 1st to December 31st of each year. 60-hours reflects the maximum balance of compensatory time an employee can have accrued at any given time.

Recording Compensatory Time Earned

When an eligible staff member has a week in which overtime or compensatory time is earned, even if the staff member does not regularly complete a timesheet, a [weekly timesheet](#) must be completed,

including approval from supervisor, and sent to msue.hr@msu.edu and the appropriate Fiscal Officer, prior to the payroll end date found [here](#).

If a compensatory time agreement is on file, any hours worked over 40 in a work week will be recorded as compensatory time unless the employee and supervisor clearly state that the excess hours be paid as overtime. MSU Extension HR will enter the overtime in EBS to be paid and/or the compensatory time earned. Overtime paid will be applied based on the employee's current funding unless otherwise specified with the timesheet submission. Entry of compensatory time will result in the employee's ability to use the hours for time off at a later date up-to February 14th.

Using Compensatory Time Earned

Compensatory time earned will be available to the employee through EBS. An employee using compensatory time to take time away from the office, enters the hours used in EBS in the same manner as other time off, such as vacation, sick, and personal time. As with all time off requests, these are granted at the discretion of the supervisor.

Compensatory Time Payout

Employees and supervisors are responsible for ensuring all compensatory time they have used or intend to use by February 14th, is entered and approved in the EBS system prior to February 14th. After February 14th, balances will be reviewed, and payout arrangements will be made by MSU Extension Human Resources.