

Welcome to Understanding Comp Time



For UTD Supervisors

Some Issues for UTD Supervisors

- When do non-exempt employees earn Federal overtime?
 - What are the rules for Federal overtime?
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Some Issues for UTD Supervisors

- When do non-exempt employees earn State Comp Time?
 - What are the rules for State Comp Time?
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Some Issues for UTD Supervisors

- What is the FLSA Workweek at UTD?



FEDERAL OVERTIME PROVISIONS FOR NON EXEMPT

- Comp Time or Overtime for each hour worked over 40 (excluding paid leave)
 - Comp Time accrued or Overtime paid at 1.5 times
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FEDERAL OVERTIME/COMP TIME

- May accumulate up to 240 hours of Federal comp time (480 for public safety/emergency response personnel)



FEDERAL OVERTIME/COMPTIME

- Paid for any federal overtime (accumulated comp time) that exceeds these limits
 - Accumulated Federal Comp Time paid at 1.5x
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FEDERAL OVERTIME/COMPTIME

- Any remaining Comp Time paid out at termination



STATE COMP TIME PROVISIONS FOR NON EXEMPT

- When an employee's hours worked are no more than 40 hours in a week
 - But, the number of hours worked plus the hours of paid leave and/or Holiday Pay bring the total hours in the work week to over 40 hours
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State Comp Time Example

- Employee works 36 hours
 - Takes 8 hours of paid vacation
 - $36 \text{ hours} + 8 \text{ hours} = 44 \text{ hours}$
 - Under State Comp Time rules, employee is eligible for 4 hours Comp Time
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State Comp Time Example – Holiday Pay

- Employee works 40 hours
 - Receives Holiday Pay Comp Time = 8 hours
 - 40 hours + 8 hours Holiday Pay = 48 hours
 - Under State Comp Time rules, employee is eligible for 8 hours Comp Time
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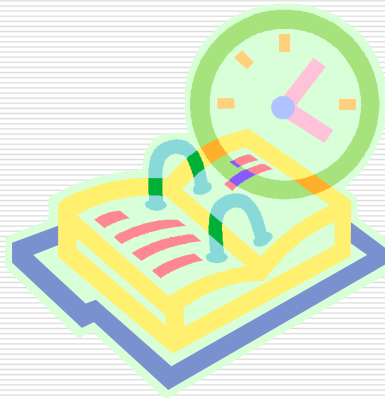
STATE COMP TIME

- State Comp Time is accumulated at Straight Time



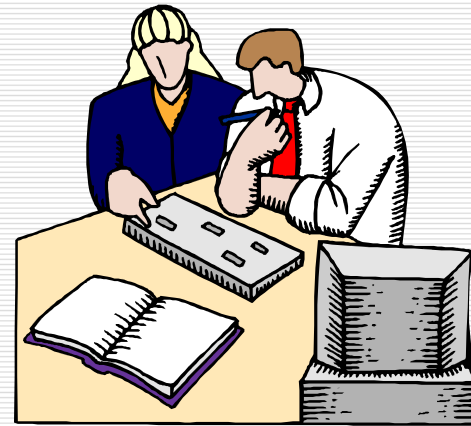
STATE COMP TIME

- State Comp Time to be taken within 12 months



Earning and Using Comp Time

- Employee must always have the supervisor's approval before working overtime



Earning and Using Federal Comp Time

- Employee must have supervisor's permission before using accrued Federal Comp Time



Earning and Using State Comp Time

- Must have supervisor's permission before using State Comp Time
 - 90 day rule
 - Use of time may be denied if absence would disrupt "critical functions of the department"
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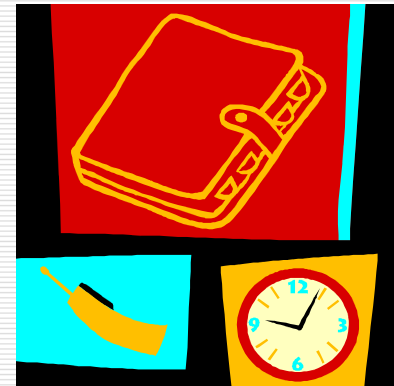
TIMESHEETS REMINDERS

- Federal and State Comp Time **must** be recorded and tracked.
- The timesheet is a legal document



TIMESHEET REMINDERS

- Check and recheck timesheets



- The supervisor is responsible for information on the timesheet
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FLSA WORKWEEK

- FLSA workweek for UTD is 12:01 a.m. Thursday through 12:00 midnight the following Wednesday




Example - January 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Week One Thursday, December 29, 2005 - Wednesday January 4, 2006 0	2 <hr style="border: 2px solid red;"/>	3 <hr style="border: 2px solid red;"/>	4 16 Holiday 24 Worked 40 Total <hr style="border: 2px solid red;"/>	5 Week Two	6	7
8	8	8	8	8	8	12
8 0	9 8	10 8	11 44 Worked 4 x 1.5 = 6 Fed CT 0	12 Week Three	13 8	14 8
15 0	16 MLK Day 8 Holiday	17 8	18 40 Worked 8 Holiday Paid 8 State CT 8	19 Week Four	20 10	21 10
22 0	23 8 SCT	24 2 Vacation 6 FCT	25 8 Vacation	26 Week Five	27 8	28 0
29 0	30 8	31 8	<p style="text-align: center;">If the employee works 8 hours on Wednesday, Feb 1, how many hours is she paid for Week Five?</p> <p style="text-align: center;">How many hours are in her State Comp Time Bank?</p> <hr style="border: 1px solid red;"/>			

Example - June 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 Week Five 8	30 8	

Example - July 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 12
2 0	3 8	4 Holiday Pay  8	5 8			
9	10	11	12			
16	17	18	19			
23	24	25	26			
30	31					