



## FREQUENTLY ASKED QUESTIONS FOR OVERTIME AND COMPENSATORY TIME

### 1. What is overtime?

Overtime is work performed beyond 7.5 hours per day or 37.5 hours per week that is paid to the employee at 1.5 times his/her regular pay.

### 2. What is compensatory time?

Compensatory time is work performed beyond 7.5 hours per day or 37.5 hours per week that is banked by the employee and taken as paid time off in the near future. Compensatory time is earned at 1.5 hours for every hour worked.

### 3. When does an employee record compensatory time versus overtime?

First the additional hours must be approved by the employee's supervisor. Then the employee works the additional hours. If the employee chooses to have those hours paid out, the employee records them in the [Timesheet for Overtime/Comp Time](#) as overtime. If the employee chooses to bank those hours and the employee has fewer than 50 banked hours already, then the employee records those hours in the [Timesheet for Overtime/Comp Time](#) as compensatory time.

### 4. What is this 75 hour limit?

An employee cannot have more than 75 hours total in his/her compensatory time balance. Any hours recorded (erroneously) as compensatory time that would take the balance over 75 hours will be paid out as overtime.

### 5. To whom do these rules apply?

All District non-exempt employees follow the same rules for compensatory and overtime.

### 6. How is compensatory time used recorded?

Compensatory time used should be recorded in [WebSmart](#) Leave Reporting.

### 7. Does an employee record 1.5 times the hours worked or used?

No, all hours recorded (worked or used) should be actual hours. Banner will keep track of the multiplication.

### 8. If an employee earns compensatory time on a particular month, and uses the compensatory time on that same month, does he/she need to fill out the "[TIMESHEET FOR OVERTIME/COMP TIME](#)" or does he/she records the usage in "[WebSmart](#) Leave Reporting" in that case?

Since [Websmart](#) Leave Reporting is being revised to eliminate the compensatory time earned, yes, he/she should record the time earned on the timesheet and the time used should be reported at the end of the month in [WebSmart](#) Leave Reporting.

### 9. Don't we save money by having employees bank compensatory time instead of being paid overtime?

This is only true if the employees actually take the time off prior to June 30. All compensatory time balances as of June 30 are paid off in July.