



<b>CHAPTER 2</b>	<b>SECTION NO.</b>
College Personnel – Personnel General	2.13
<b>REFERENCE</b>	<i>Adopted: October 12, 2010</i>
2.13.04 Compensatory (Comp) Time	<i>Reviewed: September 14, 2010; December 13, 2016; June 6, 2017</i>
	<i>Revised: December 13, 2016; June 6, 2017</i>

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**Compensatory (Comp) Time Specific to Employee Classifications**

Earning of Compensatory (Comp) Time:

- A. Administrators and Exempt Professional Staff: Do not receive compensatory (comp) time.
- B. KCSS Support Staff: As per the KCSS Bargaining Agreement.
- C. Non-Exempt Professional Staff; Confidential Staff, Grant-Funded Staff, Part-Time Benefited Staff, Part-Time Non-Benefited Staff and Temporary Staff (other than Temporary Full-Time Faculty): Are subject to the hourly work week limitation in the federal *Fair Labor Standards Act* and if they work in excess of forty (40) hours per work week, shall accrue compensatory (comp) time in accordance with the requirements and limitations set forth in the federal *Fair Labor Standards Act* as amended by P.L. 99-150, effective April 15, 1986.

Use and/or Payout of Compensatory (Comp) Time: KCSS Support Staff, Non-Exempt Professional Staff; Confidential Staff, Grant-Funded Staff, Part-Time Benefited Staff, Part-Time Non-Benefited Staff and Temporary Staff (other than Temporary Full-Time Faculty)

Effective June 16, 2017:

- a. Non-exempt employees with earned compensatory (comp) time will be paid out for the compensatory (comp) time they have earned on the June 29, 2017, payroll at their current rate of pay.
- b. Non-exempt employees will have a zero compensatory (comp) time balance as of July 1, 2017.

Effective July 1, 2017:

- a. Compensatory (comp) time work will not be permitted without prior approval of the employee's supervisor and the appropriate member of the Senior Leadership Team.
- b. Compensatory (comp) time will be earned at the rate of one and one-half (1 ½) hours for each hour worked in excess of forty (40) hours per week.
- c. Only hours actually worked are used in the compensatory (comp) time calculation. If an employee took paid leave (sick, vacation or personal) during the work week, these hours should be subtracted before determining if the employee has worked overtime. Paid holiday hours are considered hours worked and are used in the computation of compensatory (comp) time.
- d. In all cases, compensatory (comp) time must be taken within the fiscal year so that the balance as of each June 30 is 0.00.



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- a. Overtime pay may be authorized in lieu of compensatory (comp) time and must be approved in advance by the supervisor and the appropriate Senior Leadership Team Member. Only hours actually worked are used in the overtime calculation. If an employee took paid leave (sick, vacation or personal) during the work week, these hours should be subtracted before determining if the employee has worked overtime. Paid holiday hours are considered hours worked and are used in the computation of overtime.
- b. If applicable, cash payment for accrued compensatory (comp) time will be calculated using the employee's current salary rate.
- c. If an employee is using compensatory (comp) time during emergency school closings, compensatory (comp) time will not be charged for such days.
- d. Upon termination an employee is to be paid for accrued compensatory (comp) time using their current salary rate.