

BULLETIN NUMBER 6

TO: Vice Presidents, Deans, Department Chairs, and Directors
FROM: Ralph D. Pedersen, Director of Human Resources
DATE: May 22, 2000
SUBJECT: Compensatory Time for Monthly Non-Exempt Staff

Human Resources Bulletins are published by the Human Resources Department to provide information and guidance to staff, faculty and administrators of the Reynolda Campus. Human Resources Bulletins are accessible through the World Wide Web at:

<http://www.wfu.edu/Administrative-offices/Human-Resources/bulletin.htm>

1. Effective June 1, 2000, the University will be changing the way it compensates monthly non-exempt employees who work more than their regularly scheduled hours (usually 37.5 hours per workweek).
2. At the present time, compensation for "extra hours worked" (hours worked in excess of regularly scheduled hours but less than 40 in the workweek) is provided in the form of paid time-off. This paid time off is referred to as "compensatory time" and is earned on an hour earned for an hour worked basis.
3. In the past, the University has imposed no limit on the amount of compensatory time an employee could earn and compensatory time could be used anytime within the calendar year in which it was earned.
4. To ensure full compliance with the wage and hour provisions of the Fair Labor Standards Act (FLSA), the following changes will be implemented.
 - a. Effective June 1, 2000, time off for extra hours worked will be referred to as "exchange time" and must be taken during the pay period (month) in which it is earned.

- b. Staff who are authorized to work "extra hours" and do not take the additional time off during the same pay period (month) will be paid straight time (regular hourly rate) for all hours worked up to and including 40 hours. Staff who are authorized to work more than 40 hours during a workweek must either receive payment for such hours (at time and one-half) or take such hours off (also at time and one half) as "exchange time" (also referred to as "budgeted time off") during the same pay period in which the time off was earned; no accumulation of time off (compensatory time/exchange time/budgeted time off) is permitted beyond the current pay period.
- c. Staff will not be permitted to accrue "exchange time" and all compensatory time earned prior to June 1, 2000 should be used during the months of June, July and August 2000 unless the staff member prefers being paid for the unused time off.
- d. Compensatory time that has not been taken by the close of business on August 31, 2000 will be paid out on September 29, 2000. The cost of this pay out will not be charged to department budgets.

5. Questions regarding compensatory time for monthly non-exempt employees may be referred to the Director of Human Resources at x5160 or pedersrd@wfu.edu.

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