


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:02:11 DATE: April 2, 1986
SUPERSEDES POLICY NO.: None DATED: _____
SUBJECT: Compensatory Time Off in Lieu of Cash Payment for
Extra Hours Worked by Classified Employees
APPROVED: Robert O. Riggs, President 

It is the intent of the University to conform to the provisions of the Fair Labor Standards Act as amended to apply to public employers and also to conform to the policies and guidelines of The State University and Community College System of Tennessee. Accordingly, classified employees who are required by their supervisors to work more than 40 hours in a workweek will be given compensatory time off for those extra hours at the rate of one and one-half hours off for each hour over 40 which is worked. For extra hours worked from 37.5 through 40, they will be given compensatory time at the rate of an hour off for each extra hour worked. Compensatory time must be reported as earned in the week in which it is worked but does not have to be taken in the pay period in which that week falls. However, classified employees must use any accrued compensatory time before they take annual leave.

The University will comply with all provisions of the amendments to the Fair Labor Standards Act, such as those dealing with maximum accrual of compensatory time, method of cash payment for accrued hours, requests for time off and multiple job situations.

Certain areas of the University in which extra work hours for classified employees are inevitable and the workload makes compensatory time off infeasible may be approved to budget for cash payment instead of compensatory time. In these areas supervisors have the option of recompensing employees by either compensatory time off or cash payment. In areas which have not been approved, classified employees must be given compensatory time.