



Term	Explanation
<p>Comp Time <i>(Compensatory Time)</i> Policy reference 3.4.15 and 3.6.1 (*payout referenced in 3.1.27)</p>	<ul style="list-style-type: none"> • Comp time is an alternate way to compensate hourly employees for overtime work. An employee may elect to bank time-off for use in a future pay period, in lieu of being paid overtime at 1.5X the hourly rate for overtime hours worked. • Time is reported on the timesheet for employees using RC1 code. Time is automatically banked at 1.5X the number of overtime hours worked when RC1 is used. • Comp time usage is reported using CTU code and is normally requested similar to scheduled vacation. • The comp time balance is currently limited to 75 hours. • Comp time balances are payable at termination or promotion to an exempt (monthly) position. • Comp time in lieu of overtime pay must be agreed to in advance of the work being completed. Supervisors wanting to offer additional work hours ‘as comp time’ should make this offer explicit prior to the assignment.
<p>Flex Schedule <i>(Flex Time, Alternative Schedule, etc.)</i> Policy reference 3.6.25 and 3.4.12</p>	<ul style="list-style-type: none"> • Flex time/flex schedule is a method that allows supervisors to adjust schedules to accommodate fluctuating operational demands within a single work week without incurring overtime expenses. • Total work hours for the week remain at 37.5; however, daily work hours and the number of work days in the week could vary from day to day and/or week to week. • Employees on a flex schedule are paid overtime or comp time after 37.5 hours in the work week. • The work week is defined as 12:00 a.m. Monday through 11:59 p.m. Sunday – no exceptions. Overtime is based on the work hours within a single workweek as defined above. • Flexible work hours cannot be averaged over multiple weeks to avoid the payment of overtime. For example, it is not permissible to schedule an employee for 30 hours in week 1 and 45 hours in week 2 without the employee having to use benefits in week 1 and be paid 7.5 hours of overtime in week 2.
<p>Trade Time <i>(Swap time, unsupported ‘flexible schedule’)</i> No Policy reference</p>	<ul style="list-style-type: none"> • Trade time for exempt (those paid a monthly salary) staff is allowing a staff member to make adjustments to work hours as a means of “compensating” for periods of peak or heavy work hours. Adjustments or “trades” are informal and trade time is never intended to be hour for hour. • Trade time is not formally recognized through policy, but is acceptable so long as it is not provided on an hour for hour basis. Exempt employees are paid a salary to accomplish all of the responsibilities of their position. • Trade time is never permitted for hourly staff. (see Flex Schedule above)