



ADMINISTRATIVE PROCEDURE

COMPENSATORY TIME-OFF AND OVERTIME PAY FOR NON-EXEMPT EMPLOYEES

4148

Procedure No.

July 1, 2008

Date

- I. **PURPOSE:** To provide procedures for the granting of compensatory time-off and overtime pay to non-exempt employees and to provide for required records. (Regulations pertaining to exempt employees are published separately.)
- II. **DEFINITIONS:** The following definitions apply to the content of this Administrative Procedure:
1. Overtime - Work in excess of the normal workweek.
 2. Compensatory Time – Time-off given an employee in return for the performance of overtime in a given pay period.
 3. Exempt Employees – Positions of an executive, administrative, or professional capacity, which are not subject to the overtime provisions of federal and/or state laws governing overtime.
 4. Non-Exempt Employees – Position classifications, which are subject to the overtime provisions of federal and/or state laws governing overtime.
- III. **INFORMATION:** The School System Electronic Time Card System provided through the Administrative Information System (AIS) in Oracle is the official record of the hours worked by personnel. Direct Entry pay elements used for Compensatory Time-off and Overtime Pay purposes include Compensatory Time Pay, Compensatory Time Taken, and Regular Extra Time.

The procedures for granting and recording of compensatory time-off and overtime pay are outlined below.

- A. Compensatory Time-off
1. Compensatory time-off will be provided pursuant to federal and/or state governing overtime and to the applicable provisions of all collective bargaining agreements.
 2. Compensatory time-off is only available to employees who elect to use Compensatory Time-off by submitting a Voluntary Compensatory Leave (VCL) Enrollment form.
 3. Compensatory time-off is based on the number of hours worked beyond the normal workweek and recorded on the Oracle Time Card System on an hour for hour basis as Regular Extra Time.



ADMINISTRATIVE PROCEDURE

COMPENSATORY TIME-OFF AND OVERTIME PAY FOR NON-EXEMPT EMPLOYEES

4148

Procedure No.

July 1, 2008

Date

4. Compensatory time-off will be accrued as described below.
 - a. Work beyond the normal workweek and up to forty (40) hours in a single workweek will be accrued at 1 time the hours worked.
 - b. Work over forty (40) hours in a single workweek will be accrued at 1 and ½ times the hours worked.
 - c. Work on Sundays will be accrued at 2 times the hours worked.
 - d. Compensatory time-off shall be recorded as Compensatory Time Taken when it is used.
 5. Compensatory time-off given in return for overtime worked beyond a forty (40) hour workweek must be taken or paid as described in specific collective bargaining agreements. When payment is taken as provided for in a collective bargaining agreement, it will be at the same rates defined above.
 6. When the total number of hours worked in a week is less than forty (40) but in excess of the normal workweek, it is not required that compensatory time-off be taken during the same pay period or payment be made in wages. However, such compensatory time-off should be taken as soon as practical and not allowed to accumulate.
 7. Compensatory time-off must be approved in advance by Department Directors or Principals.
- B. Overtime Pay
1. Overtime Pay will be provided pursuant to federal and/or state laws governing overtime and to the applicable provisions of all collective bargaining agreements.
 2. Overtime Pay will be based on the number of hours worked beyond the workweek. Overtime pay will be paid at the rates described below.
 - a. Work beyond the normal workweek and up to forty (40) hours in a single workweek will be compensated at 1 time the extra hours worked and is recorded as Regular Extra Time.



ADMINISTRATIVE PROCEDURE

COMPENSATORY TIME-OFF AND OVERTIME PAY FOR NON-EXEMPT EMPLOYEES

4148

Procedure No.

July 1, 2008

Date

- b. Work over forty (40) hours in a single workweek will be compensated at 1 and ½ hours times the extra hours worked and is recorded as Regular Extra Time.
 - c. Work over forty (40) hours in a single workweek that occurs on Sunday will be compensated at 2 times the extra hours worked and is recorded as Regular Extra Time.
 3. Approval for paid overtime must be obtained in advance from the Chief Administrators or Zone Executive Directors, or authorized designee.
 - C. Assignments in Addition to an Employee's Primary Assignment
 1. Employees may not hold two (2) Prince George's County Public Schools jobs without prior approval of the Chief of Human Resources.
 2. Employees shall be paid the rate associated with the official job description for all additional assignments.
 3. Overtime situations created because of hours worked in additional assignments will be subject to an overtime rate calculated on the blended rate basis pursuant to federal and/or state laws governing overtime. The blended rate is a weighted average compensation of the rate of pay for the primary assignment and the rate of pay for any additional assignment.
 - IV. **PROCEDURES:** The following general guidelines apply to compensatory time-off and overtime pay provisions:
 - A. Proposed changes to agreements between Prince George's County Public Schools and employee collective bargaining agreements in the area of compensatory time-off or overtime pay must be reviewed for practicality of implementation by representatives from Information Technology; Payroll Services; Compensation, Benefits, and HRIS; and the Office of General Counsel.
 - B. Federal and state laws governing overtime shall be the primary guide to the implementation of compensatory time-off and overtime pay. All requirements of these laws shall be met.
 - C. Prince George's County Public Schools will, absent any collective bargaining language or existing policy, base compensatory time-off and



ADMINISTRATIVE PROCEDURE

COMPENSATORY TIME-OFF
AND OVERTIME PAY FOR
NON-EXEMPT EMPLOYEES

4148

Procedure No.

July 1, 2008

Date

overtime pay procedures on the requirements of federal and/or state laws governing overtime rather than developing additional Administrative Procedures for compensatory time-off or overtime pay.

- V. **RELATED PROCEDURES:** Administrative Procedure, 4132, Payroll Time and Attendance Reporting; Administrative Procedure 4148.1, Positions Exempt from Overtime Under Fair Labor Standards Act; and the Voluntary Compensatory Leave (VCL) Enrollment Form.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Human Resources and a review will regularly be accomplished during the month of April each year with interim updating as may be necessary.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4148, dated July 1, 2005 and all existing memoranda or other writings on this subject of an earlier date.
- VIII. **EFFECTIVE DATE:** July 1, 2008.

Approved by:
John E. Deasy
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 9, 10, and 11