

THE MILITARY DEPARTMENT COMPENSATORY TIME POLICY

Union Employee

This document serves as the official policy for use of compensatory time for all Military Employees. Bargaining Unit employees whose salary levels exceed those listed in the appropriate collective bargaining unit agreement as listed below are eligible for compensatory time. All other employees will be paid overtime in accordance with the appropriate union contract.

NP-2	Maintenance	Above Salary Grade 24 Step 10
NP-3	Clerical	Above Salary Grade 20 Step 10
NP-5	Protective Services	Above Salary Grade 16 Step 11
P-4	Eng., Scientific & Tech.	Above Salary Grade 24 Step 8
P-5	Admin. & Residual	Above Salary Grade 24 Step 8

Compensatory time for all union employees will be recorded on an hour interval basis.

In the event a bargaining unit employee is promoted to a management position, any prior accrued compensatory time must be taken within the guidelines for compensatory time usage by managerial personnel.

Managers

Agency heads or their designees may grant compensatory time to managers under the following conditions:

1. The manager is involved in a project that requires extra hours of work over the period of one week or longer. Under this situation, compensatory time will accrue on an hour for hour basis with a minimum of three (3) hours recorded during a bi-weekly period.
2. The manager is required to work extra time on a day due to an isolated requirement. Compensatory time will accrue when an additional 3 hours of extra work has been completed.

Compensatory Time Usage

Managers

Compensatory time earned during the twelve months of the calendar year must be used by the end of the succeeding calendar year and cannot be carried forward.

Union Employees

Compensatory time earned between January 1st and June 30th shall be utilized by December 31st of that year. Time earned between July 1st and December 31st must be used by June 30th of the following year.

Note:

- A. Union employees must be authorized to work the compensatory time by their supervisor, for managers by the agency head or his designee.
- B. The compensatory time must be recorded on the employee's time sheet with a written explanation in the remarks section.
- C. In no event will compensatory time be used for additional compensation.