

 <p><b>The College at Brockport</b></p> <p><b>Category:</b> Office of Human Resources</p> <p><b>Responsible Office:</b> Payroll</p>	<p><b>Policy Title:</b> Compensatory Time for Professional Employees</p>
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**Policy:**

The first type of compensatory time is accorded the State-UUP Agreement. An employee eligible to observe holidays but who is required to work on a holiday is entitled to a compensatory day off when the holiday falls on a Saturday, a Sunday, or a pass day; provided, however, that an employee who is eligible to observe Thanksgiving or Christmas is entitled to one and one-half compensatory days off for working each of those holidays. Holiday compensatory days off are used within one year of accrual at times mutually convenient to the employee and the University, or they are forfeited.

A second type of compensatory time is accorded to those managerial and professional employees whose service exceeds their normal professional obligation. Non-holiday compensatory time is only available when a professional staff member is required to work above and beyond their normal professional obligation. There are several general principles to keep in mind when administering this form of compensatory time.

- The benefit applies only to **required** service above and beyond the normal professional obligation. For UUP professionals, their professional obligation is defined by the parameters of their performance program and varies greatly from staff member to staff member. Each staff person's obligation will vary, depending on the customer base to be served, the specific assignments given, their performance program and any cyclical aspects of their job such as registration, orientation, classes beginning, athletic events, etc.
- Normal duties often include some weekend and evening activities, so work during those times is not invariably considered to represent work that is beyond a normal professional obligation.
- The staff member must always obtain prior approval in order to accrue this compensatory time. Generally, the person's supervisor gives this approval, but approval protocol may vary from division to division; however, prior approval is always in order. The staff member should confirm with his or her supervisor the method of approval for their department.
- When approved and earned, non-holiday compensatory time should be tracked between the professional employee and their supervisor and is not usually reported, recorded or administered on a centralized basis. It is not accrued at a specific rate - thus, not on an hour-by-hour basis. The entire transaction can occur between the staff member and the supervisor without notation on the monthly time record and is

simply reflective of the flexibility in scheduling attendant to the overall performance of a professional obligation.

- When a staff member leaves state service, there is no payment for this type of compensatory time.

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**Procedure:**

The approval and use of compensatory time should be made in writing between the professional employee and his/her supervisor. These documents should be maintained in the departments. Employees should indicate present on their Monthly Attendance Record.

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**Forms:**

Sample:

TO: Professional Employee

FROM: Immediate Supervisor

SUBJECT: Compensatory Time for Service Exceeding Normal Professional Obligation

This memorandum shall confirm our mutual agreement that you will not be reporting to your work station on (DATE) for the full time that office is normally open. The use of this time is in recognition of the services you have performed beyond your normal professional obligation as provided for under this memorandum. For attendance purposes, you are regarded as having been present on that date sufficient to meet your required professional obligation.

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**Reference(s):**

UUP Contract, Article 23.5 and Appendix A-29