

**Charleston/Dorchester Community
Mental Health Center**

**COMPENSATORY TIME POLICY
In conjunction with SCDMH Directive No. 814-99
Entitled Overtime/Compensatory Time**

The purpose of this policy is to define the accumulation and use of compensatory time (comp. time) and to ensure it is in compliance with the State Departmental policy and the Federal Fair Labor Standards Act (FLSA). Below is a reiteration of existing policies/procedures with minor changes incorporated.

All employees are subject to these policies and procedures and are assigned to one of two categories: 1.) Exempt or 2.) Nonexempt. Exempt staff are employed in an executive, administrative, or clinical capacity. Nonexempt staff are employed in a capacity other than those listed above.

Compensatory time must be approved by your supervisor in advance.

Compensatory time may not be earned for time worked between 37.50 and 40.00 hours in a workweek.

Compensatory time will be granted on an hour-for-hour basis for overtime worked in excess of 40 hours in a weekly period for exempt employees. Nonexempt employees may be granted compensatory time at a rate of 1 ½ hours for each hour worked in excess of 40 hours in a weekly period.

To be eligible for compensatory time, the employee **must physically work** more than 40 hours in a weekly period extending Sunday – Saturday. Holiday, annual, sick, dependent sick, official or administrative leave can not be counted towards the 40 hours in the work week.

Compensatory time may not be accrued for regularly scheduled events, such as groups, evening programs, etc. These activities are considered part of a modified work schedule that must be adjusted to accommodate these hours. Supervisors are responsible for filing (with the Timekeeper Representative) a revised schedule on each employee that provides regularly scheduled activities outside normal working hours with approval from the Executive Director.

Compensatory time must be taken within ninety (90) days of the date it is earned and may not exceed fifteen (15) hours **without the permission of the Executive Director**. In case of retirement or resignation, an employee may not use any compensatory time in the last two weeks of employment.

SCDMH form F-162 "Request for Overtime/Compensatory Time" should be completed, **listing specific explanation for the compensatory time** and authorized by the supervisor before overtime being worked. This form is to be forwarded to the Center's Timekeeper for processing. In emergencies, these procedures must be completed as soon as possible after the overtime has been worked.

SCDMH for HRS-14 "Application for Leave" should be completed when requesting to use compensatory time and forwarded to the Timekeeper.

Each Program Director must maintain, in his or her program office, a record of compensatory time for each employee. However, the official records of compensatory time will be maintained in the Central office by the Center's Timekeeper. It is the supervisor's responsibility to ensure that all compensatory time documents are forwarded punctually to the Timekeeper.

Deborah S. Blalock

Deborah Blalock, M.Ed., LPCS
Executive Director

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Date

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