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MEMORANDUM

To: Deans, Directors and Department Heads

Departmental Timekeepers, Departmental Personnel Coordinators and
Executive Area Administrative Officers

From: Juan A. Jarrett
Assistant Vice Chancellor for Human Resources

Subject: Exempt Compensatory Time Approval Form and Process

Date: May 23, 2008

The Professional Staff Union (PSU) Unit A collective bargaining agreement provides that PSU Unit A exempt staff are eligible to receive exempt compensatory time for working longer than normally required and for exceptional situations lasting up to three months. Approval of exempt compensatory time must be done in advance and in writing by the employee's supervisor. Exempt compensatory time is granted on an hour-for-hour basis after 40 hours of work.

The Exempt Compensatory Time Form is required for approving exempt compensatory time for PSU A Unit exempt staff. All approved exempt compensation time forms must be submitted to Human Resources (room 325, Whitmore) to be processed and recorded in the HR/payroll system. Use of this form is effective 5/11/2008.

Monthly reports on exempt compensatory time accrual and usage will be provided to the Vice Chancellors to monitor the approval and use of exempt compensatory time in each executive area.

Exempt Compensatory Time Reporting Procedure:

- The Exempt Compensatory Time Request form justification must be completed in advance of the anticipated compensatory time period and signed by the supervisor of the employee for whom the exempt compensatory time is being approved. The justification should describe the nature of the work for which exempt compensatory time is being approved. The form must also be signed by the Dean and/or Department Head/Chair of the appropriate school or college, or by the Director of the appropriate major business unit (MBU).

- The completed and signed Exempt Compensatory Time Request form must be forwarded to Human Resources to be processed in the HR/payroll system when reporting the initial compensatory time period. The signed approval justification portion of the form may be copied to report compensatory time for subsequent pay period, however, actual compensatory time reported must bear an original signature.

- Exempt compensatory time will be recorded in the HR/payroll system using Time Reporting Code PSCES (PSU Comp Time Earned Straight). Timekeepers should not enter time earned (PSCES) in the time and labor system. The approved exempt compensatory time will be entered in the system by Central HR. The attached form is required for all requests of time earned (PSCES) and should not be submitted on a time and attendance correction form.

- Time Reporting Code PSCTU (PSU Comp Time Used). This time reporting code (PSCTU) can be entered by the timekeeper when accrued exempt compensatory time is used in the current pay cycle. A time and attendance correction form will need to be submitted to Central HR if the use of accrued exempt compensatory time is for a previous pay cycle and the employee had an exempt compensatory time balance at that point in time.

Please contact Brenda Libertine at 545-6119 if you have any questions regarding reporting compensatory time for PSU Unit A exempt staff.

Professional Staff Union (Unit A) Agreement Article 18, Section 18.2 regarding compensatory time has been included below for your reference.

Article 18, Section 18.2 Compensatory Time

A. The parties agree that supervisors may recognize, pursuant to the conditions of this provision, that in exceptional and limited situations FLSA-exempt members may be required to work longer work hours than normally are required. This section is designed to treat such situations equitably and to recognize the work, commitment and dedication of employees who put in these extended hours.

B. This provision recognizes the existence of exceptional circumstances in which the workload of particular FLSA exempt employees may be especially burdensome. In these circumstances the employee shall be eligible for compensatory time.

C. Approved compensatory time is granted on an hour-for-hour basis. For exceptional situations lasting up to three months, the employee and the supervisor shall discuss in advance whenever possible the need for unusually longer work hours and shall agree in writing that this work shall be governed by this provision and that documented work hours beyond forty (40) hours in a work week will be treated as compensatory time earned. If exceptional situations continue beyond three months, workload issues shall be reviewed.

D. Compensatory time is not cumulative beyond a twelve month period. For this reason, an employee should take compensatory time as soon as possible after it is credited. Compensatory time not used within twelve calendar months after it is credited will be forfeited. Supervisors shall make every effort to allow compensatory time earned to be used. Compensatory time may not be transferred to any type of leave. There is no payout of compensatory time and any remaining compensatory time is lost when an employee separates from the University. The employee's separation date may not be moved forward in order to pay for compensatory time.

E. Approved compensatory time earned or used will be recorded on the time and attendance sheet. Compensatory time used will be counted in a first earned, first used basis.