01. PURPOSE

01.01 The purpose of the SA-PPS is to establish policies and procedures for the accrual, documentation and use of compensatory time off by exempt staff in the Student Affairs Division at Texas State University.

02. POLICY STATEMENT

02.01 Exempt staff in the Student Affairs Division may accrue and use compensatory time as provided in UPPS 04.04.16 Overtime and Compensatory Time Policy and through approval by the vice president.

a. The University would prefer to keep the combination of actual work hours and paid leave hours in excess of 40 per week for exempt employees to a minimum. However, the University recognizes, as a condition of employment, that all exempt positions are expected to work whatever hours are required, within any guidelines established by their supervisory chain of command, to meet the requirements of the position. Some positions may routinely have work schedules that exceed 40 hours per week.

b. The divisional vice president will determine if and how the taking of state compensatory time by exempt employees for other than energy conservation days will be permitted. Each director will determine the departmental compensatory policy and submit to the vice president on the date for approval as determined by the vice president. Each director must share the
departmental compensatory policy with staff members at the beginning of each fiscal year.

c. Exempt employees do not earn FLSA overtime at time and one-half. They are only eligible to earn state compensatory time at a rate not to exceed 1 hour for 1 hour.

d. At a minimum, state compensatory time earned and taken must be reported for all energy conservation days for all exempt employees. Hours earned and taken must be documented in the university SAP system.

e. If state compensatory time for other than energy conservation days is permitted, any such hours taken must have been earned and documented in the university SAP system.

f. Any state compensatory time taken off must have been earned within the immediately preceding 12-month period. Any time not taken within the 12 month time limit cannot be taken off and will be deleted from timekeeping records.

NOTE: State law prohibits exempt employees from being paid for any unused state compensatory time.

g. All state compensatory time off is at the discretion of the supervisor within the state compensatory time off policy approved by the vice president. Any time taken should be at a time that is mutually agreeable to both the employee and supervisor. NOTE: While state compensatory time off is to be taken on a mutually agreeable basis, supervisors/directors have total discretion to vary an employee's work schedule during the University's workweek to avoid accrual of state compensatory time.

h. When an exempt employee is authorized to work on an official University holiday, the employee must be granted state compensatory time off for all hours worked during the holiday. Such state compensatory time must be taken within the 12-month period following the date of the holiday worked.

i. An exempt employee who is in an "on call" status and who is called back to work during hours other than the employee's regular work hours may receive compensatory time for such hours as stipulated in Section 05.04 c. Travel time to and from work during such "on call" is not considered work time.

j. Human Resources will monitor exempt employee state compensatory hours earned and taken.

k. The recording of exempt employee state compensatory hours does not guarantee or create an obligation that any state compensatory time off for these hours must be granted.
02.03 Time off using compensatory time will not exceed three consecutive days excluding energy conservation days.

03. PROCEDURES

03.01 The accrual and use of compensatory time must be pre-approved by the employee’s supervisor. Departmental directors are the approval authority for the exempt staff in their departments. Associate/Assistant Vice Presidents are the approval authority for the exempt staff that report to them directly. The VPSA is the approval authority for individuals that report directly to him/her.

03.02 Accrual of compensatory time must be documented in the employee’s university leave record within the SAP system.

03.03 Within departments, policies may be established that allow accrual of compensatory time in conjunction with certain events outside the normal departmental work schedule or sponsorship by the department, such as Bobcat Days, Bobcat Preview, Homecoming events, Commencement, required University or Divisional activities.

03.04 Work-related social events, such as the LBJ Picnic, departmental or divisional events will not be considered as opportunities to accrue compensatory time. However, exceptions might include social events which require staff members to work after normal work hours, such as members of the Community Staff Development Team, working at the Student Affairs Picnic, in which case, these individuals might receive prior approval to accrue compensatory time. Participation by all other employees is considered voluntary in nature.

03.05 Participation in events such as Special Olympics, Bobcat Bonanza, Athletic Spirit Rallies, etc., will be considered voluntary and will not be considered as opportunities to accrue compensatory time. These events will require the use of vacation or compensatory time for work time that is missed. However, in some instances, participation in this type of event is recognized as a part of the job duties of certain individuals. In these instances, at the discretion of the appropriate director, accrual of compensatory time may be authorized.

03.06 As a general rule, attendance at a professional conference will not provide an occasion for accrual of compensatory time. An exception to this might be a situation wherein the staff member is required to work at the conference as a representative of Texas State University. In any case, the employee’s director must approve any involvement before the commitment has been made to work at the conference.

04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS.

Major responsibilities for routine assignments associated with this PPS include the following:

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05. **CERTIFICATION STATEMENT**

This SA-PPS has been approved by the following individuals in their official capacities, and represent SA policy and procedure from the date of this document until superseded.

Executive Assistant, VPSA office, Senior Reviewer

Vice President for Student Affairs