

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 03/10/15	SECTION: Human Resources
BOARD APPROVED ON: 06/04/80	DATE REVISED: 05/01/15, 10/1/2023	SUBJECT: Compensatory Time
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 12/21/16, 12/19/18, 12/16/2020, 12/16/2022, 10/1/2023, 9/16/26	POLICY #: ED-005	PAGE #: 1 of 2

I. APPLICATION

The provisions stated herein shall apply to exempt employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to provide compensatory time to all exempt employees. Compensatory time by federal statute cannot be accrued from one pay period to another. Compensatory time not used within the pay period is considered lost to the employee for use. Compensatory time may accumulate to twenty (20) hours within each pay period.

III. DEFINITIONS

Exempt Employees- are employees who, because of their positional duties and responsibilities and level of decision-making authority are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). To be exempt an employee must

- a-** Be paid at least \$35,568 per year
- b-** Be paid on a salary basis
- c-** Perform exempt job duties
 - a. Regularly supervises two or more other employees,
 - b. Has management as the primary duty of the position, and
 - c. Has some genuine input into the job status of other employees (such as hiring, firing, promotions, or assignments).

Compensatory Time – is time worked by an exempt employee beyond their required number of work hours, calculated at 40. Time off with pay in lieu of overtime pay for irregular or occasional overtime work. At a rate of not less than one and one-half hours of compensatory time for each hour of overtime worked.

IV. NOTIFICATION/PROCEDURE

WHO

Exempt Employee

DOES WHAT

1. Works beyond normally scheduled hours (40) and makes formal request for compensatory time worked or for use of compensatory time. Compensatory time must be used within the same pay period or the pay period following the earning (only with approval of division director for extenuating circumstances).

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IV. NOTIFICATION/PROCEDURE continued...

WHO

DOES WHAT

Executive Director/Division
Director

2. Approves compensatory time earned and/or use of compensatory time. Keeps record of individual staff compensatory time earned and used each pay period.

Exempt Employee

3. Keeps record of individual staff compensatory time earned and used each pay period.