

# MEMO

TO: Deans, Directors and Supervisors of UUP professional staff

FROM: Sylvia M. Hall, Director of Human Resources

Date: July, 2002

RE: Non-holiday compensatory time

I have received a number of inquiries recently from University supervisors and managers on the subject of how compensatory time not affiliated with holidays can be earned and used. The information contained herein summarizes parameters established both in the current UUP Agreement and in a variety of long-standing source documentation at the SUNY system level spanning several decades. This information applies to the majority of UUP professionals here at the University who are designated as "exempt" from overtime by the Fair Labor Standards Act.

Non-holiday compensatory time is only available when a professional staff member is required to work above and beyond their normal professional obligation. It is accorded when their service exceeds that normal professional obligation and 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.

I hope this information is helpful to you. Should you have any questions about specific instances, please feel free to contact me.

Thank you.

C: Vice Presidents

President DeFleur

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