1. Introduction

SPA non-exempt* employees earn comp time by working overtime or extra time (compensatory time). Overtime is earned at a rate of 1.5 for time “physically” worked after 40 hours per week. Extra time is earned at a rate of hour for hour for time worked beyond regularly scheduled work week. DELTA SPA non-exempt employees must use their compensatory time within a year of accruing the compensatory time. Supervisors are responsible for ensuring that comp time is taken before it has “aged out” within 12 months from the time it was earned.

**Overtime example:** An SPA non-exempt employee works 46 hours the week of June 6th through June 12th. Overtime would calculate to 9 hours of earned overtime. 9 hours should be entered into the Leave System, under the Comp Time field, by the employee and routed for supervisor approval. Additionally, this time should be documented on the employee’s time sheet.

**Extra time example:** An SPA non-exempt employee works 38 hours June 27th through July 3rd and shows 8 hours of holiday (July 3rd is a paid university holiday) which totals 46 hours for that week. The employee would only earn hour for hour totaling 6 hours of extra time earned. 6 hours is entered into the Leave System, under the Comp Time field, by the employee and routed for supervisor approval. Additionally, this time should be documented on the employee’s time sheet.

SPA exempt* employees are not required to earn comp time, they may however be allowed to accrue comp time at the supervisors discretion. The accrual rate may not exceed hour for hour (see example above); exempt employees do not earn overtime (time and one half). Supervisors are responsible for ensuring that comp time is taken before it has “aged out” within 12 months from the time it was earned or the comp time will be forfeited.

EPA employees do not earn comp time. The comp time field should not be used for EPA employees.

Aging comp time in the Leave System means that the system will notify the employee, supervisor and the leave administrator when comp time is approaching a year old. DELTA’s leave administrator will contact the employee and the supervisor to verify that the compensatory time will be taken within the 1 year mark.

*Fair Labor Standards Act (FLSA) Employees who are subject to overtime and record-keeping stipulations mandated by the FLSA regulations are considered non-exempt; employees who have an exempt FLSA regulations status are not covered by the overtime and record-keeping requirements of the Act. The Department of Labor considers all employees subject to overtime and minimum wage requirements unless their positions have been specifically determined to be exempt. This exemption is based on an evaluation of the employee’s duties and responsibilities, which may offer an exemption if the position is considered executive, administrative, professional, or in certain computer-related occupations.