

VSU Compensatory Time Agreement for Non-exempt Staff

As a non-exempt staff (bi-weekly) employee of Valdosta State University, you are entitled to overtime or comp time for any work performed for the University System of Georgia in excess of 40 hours/week in all jobs combined.

By engaging in additional work activities such as teaching the course(s) listed below, or working an event (such as a music/theatre performance event, etc.) you are eligible for comp time as calculated below (1.5x your regular hourly rate). Compensatory time is required to be used first, prior to the use of vacation or sick leave for any leave taken. As long as there is comp time in your comp time bank, you must take that leave before taking annual or sick leave (this includes mandatory leave days).

EMPLOYEE – By signing below, you are certifying that you understand that you will accumulate compensatory time as detailed below for the work performed in addition to your primary job at VSU. You are also acknowledging that you understand that you are required to use comp time first, before using any other leave.

SUPERVISOR – By signing below, you are certifying that you understand your employee will accumulate compensatory time as detailed below for the work performed in addition to their primary job at VSU. You are also acknowledging that you understand the employee is required to use comp time first, before using any other leave and that any comp time outstanding after a year must be paid out by the employee’s HOME department.

Employee		Semester/Year	
Start & End Dates		Total Number of Weeks	
Select one: (*Fill in appropriate boxes below)			
<input type="checkbox"/> Teaching <input type="checkbox"/> Other/Event/Description:			
Course Title		Class Days/Time	
CRN		Contact Hours/Week	
Standard ACA Hours/Week		Total Hours for Term/Event <i>(If teaching, this is calculated as Standard Hours x Number of Weeks)</i>	
A) Regularly Hourly Rate		C) Overtime Pay Calculation <i>(B x Total Hours)</i>	
B) Overtime Hourly Rate <i>(A x 1.5)</i>		D) Supplemental Pay Amount	
		E) Amount Owed If Paid Out <i>(D-C)</i>	
		Comp Time Accrued <i>(E divided by B)</i>	

REQUIRED SIGNATURES:

_____	_____	_____
Employee (Print)	(Sign)	Date
_____	_____	_____
Employee’s Supervisor/Home Department (Print)	(Sign)	Date
_____	_____	_____
Requesting Department/Supervisor (Print)	(Sign)	Date

****If this course/event is cancelled, it is the EMPLOYEE’s responsibility to notify Payroll, Human Resources, and the Registrar.**