

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	Stephanie Staffteaching	Semester/Year	Fall/2018
Start & End Dates	August 8-December 8	Total Number of Weeks	16
Select one: (*Fill in appropriate boxes below)			
<input checked="" type="checkbox"/> Teaching <input type="checkbox"/> Other/Event/Description			
Course Title	Introduction to Language (LNG1001)	Class Days/Time	MWF 2-2:50
CRN	0101001	Contact Hours/Week	3
Standard ACA Hours/Week	8.25	Total Hours for Term/Event <i>(If teaching, this is calculated as Standard Hours x Number of Weeks)</i>	132
A) Regularly Hourly Rate	\$12.75	C) Overtime Pay Calculation <i>(B x Total Hours)</i>	\$2,525.16
B) Overtime Hourly Rate <i>(A x 1.5)</i>	\$19.13	D) Supplemental Pay Amount	\$2,400
		E) Amount Owed if Paid Out <i>(D-C)</i>	\$125.16
		Comp Time Accrued <i>(E divided by B)</i>	6.54 hr

Commented [CBY1]: Standard full-semester courses during Fall and Spring are 16 weeks long. Please be aware that the number of weeks a course meets affects how total ACA hours are calculated.

Commented [CBY2]: Please note that this does not always equal credit hours.

Commented [CBY3]: Use the contact hours per week and the ACA conversion chart to determine these hours. These are also the hours the employee will need to enter as ACA hours on their timesheet each week.

Commented [CBY4]: This can come from the employee's supervisor, Jamae Flint in Payroll, or from Marley Holcomb in HR.

Commented [CBY5]: This should match the amount on the PT form and/or Extra Compensation Form.

Commented [CBY6]: This is the amount of comp time that Payroll will enter onto the employee's timesheet. If it is not used by the yearly cutoff date, the home department will have to pay out the amount listed in box E.

REQUIRED SIGNATURES:

<i>Stephanie Staffteaching</i>	<i>Stephanie Staffteaching</i>	May 1, 2017
Employee (Print)	(Sign)	Date
<i>Sullivan Supervisor/IT</i>	<i>Sullivan Supervisor</i>	May 3, 2017
Employee's Supervisor/Home Department (Print)	(Sign)	Date
<i>Language/Daniel Departmenthead</i>	<i>Daniel Departmenthead</i>	May 4, 2017
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.**