



Classified Staff Compensatory Time Agreement

Compensatory Time Provisions

Nevada Administrative Code (NAC) 284.250 provides for compensation of overtime hours in the form of compensatory time at a rate of 1.5 hours for each overtime hour worked in lieu of cash payment if the employer and employee enter into a mutual agreement. Classified employees earn overtime when they work in excess of 8 hours per day or when they work on a scheduled day off. However, if an employee has a Variable Workday Agreement on file at Business Center North Human Resources, overtime is earned when the employee works in excess of 40 hours per week.

Supervisors must schedule the use of compensatory time off as soon as practical. The employee may also request usage of compensatory time off. The leave must be requested and approved in advance using the department's standard leave request form. Supervisors may deny the use of compensatory time for sufficient business reason. Per NAC 284.2508, compensatory time, to the extent possible, must be exhausted before the employee uses available annual leave unless the employee is in jeopardy of forfeiting annual leave at the end of the calendar year.

Per University Administrative Manual (UAM) 2,236, at no time may a classified employee maintain more than 60 hours of accrued compensatory time. Hours in excess of 60 must be compensated via cash payment at a rate of time and one half during the pay cycle or next pay cycle in which the overtime hours were incurred. Employees may carry over a maximum balance of 60 hours of compensatory time to the next calendar year. An employee who terminates their employment is entitled to receipt of cash payment for unused compensatory time hours per NAC 284.253.

Employee Agreement

Employee must select from one of the options provided below by initialing the appropriate line and then signing the form in full below.

A. Employee chooses to enter into a mutual agreement. _____

I agree to be compensated for overtime hours worked in the form of compensatory time in lieu of cash payment. I also understand my department may choose to compensate overtime hours worked by cash payment should it better meet the needs of the organization.

B. Employee chooses not to enter into a mutual agreement. _____

I do not agree to be compensated for overtime hours worked in the form of compensatory time in lieu of cash payment.

Employee Printed Name

Signature

Date

Department

Department Representative

Date