

## MANAGEMENT PERSONNEL POLICY 06-02

### Replaces MPP 80-1(Revised)

Subject: Compensatory Time for Employees Exempt from Collective Bargaining\*

Date: March 31, 2006

In accordance with the Connecticut General Statutes § 5-200(p), the Commissioner of Administrative Services with the approval of the Secretary of the Office of Policy and Management has extended Compensatory Time to non-appointed Managerial and Confidential employees in the MD, MP and VR Pay Plans with Labor Unit code "02" and to employees appointed to the Executive Secretary job class. (Herein the term "managers" refers to all of the aforementioned employees.)

As a general rule, managers in state service work 40 hours per week. However, managers are expected to work the number of hours necessary to get the job done.

There are some occasions that require a manager to work a significant number of extra hours in addition to the normal work schedule. An example of significant extra time would include many extra hours worked during an emergency such as an ice storm, and does not include the extra hour or two a manager might work to complete normal work assignments in a normally scheduled workday.

Effective March 31, 2006 an Agency Head may grant compensatory time for extra time worked by managers for these unique situations provided it conforms to the following criteria:

- A. The manager's salary must be above the amount identified in the current E-Item that authorizes overtime payments to managerial employees.
- B. The manager or confidential employee must receive **written authorization in advance** to work extra time by the Agency Head or his/her designee in order to record the extra hours as compensatory time. The authorization must include the employee's name and outline the reason(s) for compensatory time. Proof of advance authorization must be retained in the employee's personnel file for audit purposes.
- C. The amount of extra time worked must be significant in terms of total and duration.
- D. Extra time worked must be completed at an approved work location.
- E. Compensatory time shall not accumulate by omitting lunch hours or other changes that do not extend the manager's normal workday.
- F. Compensatory time shall not accumulate for travel or commuting purposes.
- G. The number of extra hours worked and the compensatory time taken must be recorded on the appropriate time sheet and maintained by the Agency. In no case shall a manager be permitted to take compensatory time before it is earned.
- H. Compensatory time earned during the twelve months of the calendar year must be used by the end of the succeeding calendar year and cannot be carried forward.
- I. In no event will compensatory time be used as the basis for additional compensation and shall not be paid as a lump sum at termination of employment.

**\*NOTE:** This item makes eligible for compensatory time Executive Secretaries. All other employees serving at the pleasure of the Governor or Agency Appointing Authority are not eligible for compensatory time.

This policy supersedes § 5-238 of the Connecticut General Statutes and MPP 80-1 (revised).

**Approved:**

Linda J. Yelmini

Linda J. Yelmini, Commissioner – DAS

**Date:**

4/20/2006

Robert L. Genuario

Robert L. Genuario, Secretary – OPM

4/24/2006