A. Non-exempt personnel are awarded one and one-half hours of compensatory time off for each hour worked in excess of the forty-hour work week provided that the supervisor has approved this overtime work in advance and that the time off can be taken within the same pay period or within a reasonable length of time.

B. Emergency personnel (those in the plant operations area and in safety/security) may be required to work overtime and will be awarded one and one-half hours of compensatory time for each hour worked beyond 40 each week. Emergency personnel who are required to work on holidays or when the College is closed due to inclement weather will be awarded one-and-one-half hours for each hour worked.

C. Records of overtime/compensatory time are maintained on college time sheets which are provided by Human Resources and which must be validated and retained by supervisors.