



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by
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Applies to:	Marshall University Research Corporation (MURC)
Title:	Compensatory Time
Number:	45
Effective Date:	10/01/06
Last Revision Date:	

Marshall University Research Corporation (MURC) offers compensatory time off to Fair Labor Standards Act (FLSA) non-exempt employees who choose in advance through written agreement signed by both they and their supervisor to receive compensatory time off in lieu of overtime wages.

The intent of compensatory time is to allow non-exempt employees to take time off for extra hours worked, in lieu of overtime pay. State law provides for precise definitions of exempt and non-exempt employees, and the creation and use of compensatory time within the pay period. MURC provides compensatory time off on a fair and uniform basis with a minimum of administrative support. The following guidelines govern compensatory time off at MURC:

Non-Exempt Personnel: Those who do not have supervisory responsibilities and do not have the responsibility to establish policies will normally work a 37 ½ hour week. If additional work time is required during the week, the non-exempt employee must notify their supervisor that additional work is required and should obtain approval for using compensatory time to offset that extra work. If compensatory time is taken in the same week as earned, straight time will apply.

If a non-exempt employee works more than 40 hours in a week, they are eligible for overtime or compensatory time at the rate of 1 ½ times the normal rate. If compensatory time is selected in lieu of overtime the compensatory time thus earned must be used within 60 days from the date it was earned.

Exempt Personnel: Those with supervisory and policy-setting responsibilities are expected to complete their responsibilities within a reasonable work week and will not normally be concerned with compensatory time. When work schedules become excessive for an extended period of time, they are expected to keep their supervisor informed regarding the need for additional support personnel.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.

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