

## Comp Time Policy

1. If it is possible to determine in advance that a situation will require that an employee work more than 40 hours in a given week, the supervisor should offer comp time to be used at a later date as an alternative to overtime pay.
2. If a situation requires that an employee work non-standard hours (i.e. before 8 a.m. or after 5 p.m.), the supervisor and the employee may temporarily shift the employee's expected work hours to accommodate. For example, an employee who must work a late-night event might work from 2:00 p.m. to 10:00 p.m. on a given day.
3. If an employee's tasks are such that completing their required work will result in overtime pay, the supervisor should shift any appropriate tasks to a student worker in order to reduce the need to work overtime.