

## **LIBRARIES - COMP TIME GUIDELINES**

bb: comp time policy (rev. 6/24/09)

### WSU Libraries Compensatory Time Guidelines

Overtime eligible employees are expected to obtain prior authorization from the supervisor before working overtime hours. However, regardless of whether or not the overtime work was pre-authorized, overtime eligible employees must report all hours worked and receive appropriate compensation. If an employee does not obtain prior authorization before working overtime hours, the supervisor should address the situation as a performance issue.

As allowed in the WAC, employees may choose compensatory time off in lieu of monetary payment.

Unused compensatory time must be paid in cash at the end of each fiscal biennium. Appointing authorities may approve exceptions. Contact LAO for more information.

As permitted in the WAC, employees may request payment for accrued comp time at any time. Payment for overtime (or comp time) is funded by the temporary employment account of the unit where the overtime was worked and the comp time was earned.

For more information, see WSU Business Policies and Procedures, 60.59.

<http://www.wsu.edu/~forms/PDF/BPPM/60-59.pdf>