

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 85
SECTION Personnel		DESCRIPTION Work Adjustment Time (Compensatory Time)	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) complies with all applicable federal and state regulations regarding work adjustment time (WAT), also referred to as compensatory time.

STANDARDS:

- A. LCCMH employees are occasionally required to work more than 40 hours in a work week. These extra hours accumulate WAT for non-exempt staff per the Lapeer County Board of Commissioners and Teamsters LOCAL 214 Agreement.
- B. Requests to work beyond the 40 hour work week must be approved in advance by the program supervisor, Chief Clinical Officer (CCO), or Chief Executive Officer (CEO).
 - 1. Emergency/crisis interventions are excluded from requiring prior authorization from the program supervisor, CCO, or CEO.
- C. The staff member may be asked to provide a written request to work beyond the normally scheduled period.

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D. Management/Supervisory Staff are not eligible for WAT and are encouraged, if needed, to flex their hours within the 80 hour pay period.

PROCEDURES:

A. Accumulation of WAT:

1. Non-exempt employees accumulate WAT on a one-hour for one-hour basis for hours worked over 40 hours in any given work week and/or over eight hours in a workday.
 - a. If the non-exempt employee has not worked over 40 hours in the pay week, they accumulate WAT at the rate of hour for hour.
 - b. Non-exempt staff are encouraged to take the earned time off within the same two-week pay period.
2. County-recognized holidays are considered time worked; sick, vacation, personal and other leave time is not considered time worked.
3. Accrual of WAT is calculated from an eight-hour base day.
 - a. A non-exempt employee can only accrue WAT if they work more than eight hours in a day.
4. Accrual of WAT must be approved by the program supervisor.

B. Use of WAT:

1. Non-exempt employees may use WAT with approval from their program supervisor and documented in the electronic timesheet.
2. All accrued WAT for non-exempt employees must be used within 60 calendar days or it will be forfeited.
3. All work units, including WAT, are recorded in half-hour increments on the electronic timesheet.

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DEFINITIONS

Exempt employees: Employee who is not entitled to overtime standards as defined by the Fair Labor Standards Act (FLSA). They are often classified as exempt is they perform executive or administrative functions.

Non-exempt employees: Employees who are governed by the Fair Labor Standards Act (FLSA) and the collective bargaining agreement (CBA) negotiated between the union and the employer.

REFERENCE:

Lapeer County Board of Commissioners and Teamsters LOCAL 214 Agreement

AM & BS:lr

This policy supersedes
#10/05031 dated 10/28/2005.
