

DMA Policy: 3-0211

Name: EXEMPT COMPENSATORY TIME Policy Addendum

Reference: MOM Exempt Compensatory Time Policy

Approval Signature:



Effective Date: April 20, 2015

The Department of Military Affairs is committed to managing exempt compensatory time consistent with the State of Montana Operations Manual (MOM) Exempt Compensatory Time Policy. Nothing in this policy guarantees that an employee will be allowed to work hours which result in the accrual of exempt compensatory time.

The responsibility for actively managing exempt compensatory time has been delegated to the direct supervisor. Supervisory personnel are responsible for ensuring that any hours worked causing an employee to accrue exempt compensatory hours are necessary in order to accomplish a Departmental task, and that the work unit will not be disrupted when an employee takes earned exempt compensatory time off.

Supervisors may adjust the schedule of an exempt employee within a workweek to avoid the accrual of exempt compensatory time.

Employees must obtain approval from his or her supervisor in advance whenever possible, to work hours which may result in the accumulation of exempt compensatory time. An exempt employee's supervisor determines whether to approve an employee's request to work an excess of 40 hours in a workweek. The supervisor may approve or deny the accrual of exempt compensatory time either before or after the hours worked.

Exempt compensatory time may not be accrued beyond 120 hours. The employee's supervisor may, at any time, prohibit the accumulation of exempt compensatory time until an employee's balance is reduced below 120 hours. The supervisor may require an exempt employee to take accrued exempt comp time off during any work week. Accrued exempt comp time may be taken off by the employee at a mutually agreeable later date during the employee's regular work week, if approved by the supervisor.

Exempt compensatory time shall be earned, recorded and used in one half hour increments.

Exempt compensatory time is not earned until an employee has 40 hours in a pay status each week. If the employee earns exempt comp time, the compensatory hours must be recorded in the "*Comp Time Earn*" row of the timecard.

Reporting Excess Exempt Comp Balances

A maximum of 120 hours of exempt compensatory time may be carried over from one calendar year to the next. DMA Payroll will calculate the excess exempt comp hours for all employees as of the end of the first pay period extending into the new calendar year. DMA Payroll will provide notification of excess exempt comp hours in writing to