

## OVERTIME AND COMPENSATORY TIME ELIGIBILITY CHART

Workweek	In excess of 35 but not more than 40 hours per workweek	In excess of 40 hours per workweek	Sample Titles/Categories
35	*Cash compensation at one and one-half times the hourly rate or compensatory time at one and one-half times the hours worked.	*Cash compensation at one and one-half times the hourly rate or compensatory time at one and one-half times the hours worked.	Secretarial Assistant 3 Secretarial Assistant 2 Clerk Typist title series Education Program Assistant
40	Not applicable.	*Cash compensation at one and one-half times the hourly rate or compensatory time at one and one-half times the hours worked.	Facilities Crew Supervisors Security/Campus Police Facilities/trades titles
NE	No cash compensation. Compensatory time for work outside of the regularly scheduled work week to a maximum of hour for hour. Compensatory time for work on a holiday at one and one-half times the hours worked.	*Cash compensation at one and one-half times the hourly rate or compensatory time at one and one-half times the hours worked for hours worked.	Secretarial Assistant 1 Printing Machine Operator 3 CWA Professional Services Specialist 3 & 4
NL	No cash compensation. Compensatory time for work outside of the regularly scheduled work week or a holiday to a maximum of hour for hour.	No cash compensation. Compensatory time for work outside of the regularly scheduled work week or a holiday to a maximum of hour for hour.	CWA Professional Services Specialist 1 & 2 AFT professional staff positions

\* Please note: Stockton University's practice is to use compensatory time in lieu of time and a half

### **Policy Clarifications**

- No compensatory time may be earned without prior approval of the division head or their designee
- It is Stockton University's practice that "NL" employees do not typically earn compensatory time for hours worked outside of their regularly scheduled workweek except for unusual circumstances including, but not limited to, emergencies, critical events or programs, one-time special projects and/or key initiatives as determined by the division head or their designee

- “NL” employees are not eligible for compensatory time for work done as an extension of the regular work day except in unusual circumstances as defined above
- Division heads or their designee are responsible for maintaining records of compensatory time balances, working to schedule employee time off as to not disrupt university operations and maintaining compliance with all bargaining agreements
- All maximum compensatory time allowed to be carried is stipulated by the respective collective bargaining units:
  - CWA Article IX, “a maximum of eighty (80) hours of compensatory time may be carried by an employee”
  - IFPTE Article XI, “a maximum of eighty (80) hours”
  - [AFT local agreement](#) “a maximum of 35 hours....”
- Compensatory time earned by “NL” employees must be used within one calendar year from the time it is earned
- Please contact the Office of Human Resources if there are any questions regarding employee classifications (NE, NL, 35, or 40)